



2007 ANNUAL TOWN REPORT



TOWN OF BOXBOROUGH

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ANNUAL REPORT

**for the Year Ending
December 31, 2007**

ANNUAL TOWN MEETING

Monday, May 12, 2008

Blanchard Memorial School

7:00 P.M.

TOWN ELECTION

Monday, May 19, 2008

Town Hall

7:00 A.M. – 8:00 P.M.

A special thanks
to
Cisco Systems
for the publication
of this Report

IN MEMORIAM

***William Andrew Berg
1932 - 2007
Assistant Electrical/Building Inspector***

***Jeffrey L. Gravlin, Sr.
1958 - 2007
Firefighter/EMT***

***Christine W. Holman
1940 - 2007
Public Celebrations, Historical Commission***

***Philip R. Licari
1935 - 2007
Regional and Local School Committee***

***John Albert Morse, Sr.
1927 - 2007
Building Inspector, Veterans' Agent
ConsCom, Zoning Officer***

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BOXBOROUGH FACTS AND FIGURES

| | |
|---------------------------------|---|
| INCORPORATED: | February 25, 1783 |
| POPULATION: | 5,403 |
| AREA: | 10.39 Square Miles |
| FORM OF GOVERNMENT: | Open Town Meeting – Board of Selectmen |
| VOTERS: | 3,170 |
| CENSUS TRACT: | 3,881 |
| TAX RATE: | \$14.14 (FY08) \$13.87 (FY07) \$13.24 (FY06) |
| SCHOOLS: | Blanchard Memorial School (K – 6) Acton-Boxborough Regional Junior and Senior High Schools Minuteman Regional High School, Lexington |
| HOSPITALS: | Emerson Hospital, Concord Nashoba Community Hospital, Ayer UMass Memorial – Marlborough Hospital, Marlborough |
| POST OFFICE: (Contract Station) | 1233 Massachusetts Avenue (within Boxborough Liquors and Convenience Store) |
| UTILITIES: | Cable Service – Comcast and Verizon Electrical Service – Littleton Light Department and Hudson Light and Power Department, the latter serving a portion of southeastern area of Boxborough Natural Gas Service – Keyspan The town does not provide water or sewerage |
| TRANSPORTATION: | Commuter rail service is available in South Acton and Littleton MART van available through Council on Aging for seniors age 60 and older, or any resident with disabilities |
| PUBLIC SAFETY: | Police Department Fire Department Ambulance Emergency Medical Technicians Public Safety Dispatch Center |

FEDERAL OFFICIALS

President of the United States

George W. Bush
comments@whitehouse.gov
The White House
1600 Pennsylvania Avenue, N.W.
Washington, D.C. 20500

Tel: 202-456-1414
Fax: 202-456-2461

United States Senators

Edward M. Kennedy
kennedy.senate.gov/senator/contact.cfm
2400 JFK Building
Boston, MA 02203
Tel: 617-565-3170
Fax 617-565-3183, or
317 Russell Senate Office Building
Washington, D.C. 20510
Tel: 202-224-4543
Fax: 202-224-2417

John F. Kerry
kerry.senate.gov/v3/contact/email.html
One Bowdoin Square, 10th Floor
Boston, MA 02114
Tel: 617-565-8519
Fax: 617-248-3870, or
304 Russell Senate Office Building, 3rd Floor
Washington, D.C. 20510
Tel: 202-224-2742
Fax: 202-224-8525

Representative in Congress

Niki Tsongas (Local)
niki@mail.house.gov
Lowell District Office
11 Kearney Square, Lowell, MA 01852
Tel: 978-459-0101
Fax: 978-459-1907

Nike Tsongas (Washington)
U.S. House of Representatives
2229 Rayburn House Office Building
Washington, D.C. 20515-2105
Tel: 202-225-3411
Fax: 202-226-0771

OFFICIALS OF THE COMMONWEALTH

Governor
Lt. Governor
Secretary
Treasurer
Auditor
Attorney General

Deval Patrick
Tim Murray
William Francis Galvin
Timothy P. Cahill
A. Joseph DeNucci
Martha Coakley

Senator, Middlesex & Worcester District

Pamela P. Resor
State House Room 410
Boston, MA 02133
Tel: 617-722-1120
Fax: 617-722-1089
Pamela.Resor@state.ma.us

Representative in General Court, 37th Middlesex Dist.

James B. Eldridge
State House, Room 33
Boston, MA 02133
Tel: 617-722-2060
Fax: 617-722-2849
Rep.JamesEldridge@hou.state.ma.us

ELECTED TOWN OFFICIALS

Moderator

John Fallon (2008)

Town Clerk

Elizabeth Markiewicz (2008)

Board of Selectmen

Kristin B. Hilberg, Chair (2008)

James J. Gorman, Clerk (2009)

Leslie R. Fox (2008)

Rebecca R. Neville (2009)

Francis J. Powers (2010)

Board of Health

Also Mosquito Advisory Committee

Marie C. Cannon, Chair (2008)

Bryan Lynch (2010)

Michael P. Willis, Jr. (2009)

Collector of Taxes

Mary P. Shemowat (2009)

Commissioner of Trust Funds

The Selectmen

Constables

David L. Birt (2010)

Richard Golden (2010)

Library Board of Trustees

Janet Glidden, Chair (2008)

Sandra Haber, Vice Chair (2010)

Janet Tyndall, Secretary (2008)

Robert McNeece, Treasurer (2010)

Elaine Garabedian (2009)

Mary Brolin (2009)

Planning Board

Karen Metheny, Chair (2008)

John Markiewicz (2010)

Owen Neville (2009)

Jennie L. Rawski (2008)

Cliff Stockley (2010)

Appointed by Board of Selectmen and Planning Board

David Kembel, Associate (2009)

Boxborough School Committee

Rebecca Neville, Chair (2008)

Brigid Bieber, Clerk (2009)

Scott Lukas (2010)

Maria Neyland (2009)

Bruce Sabot (2010)

AB Regional School Committee

(Boxborough Members)

Brigid Bieber (2009)

Rebecca R. Neville (2008)

Bruce Sabot (2010)

APPOINTMENTS MADE BY SELECTMEN

Town Administrator

Selina S. Shaw (2009)

Accountant

Michael Guzzo (2008)

Assessor

Colleen Whitcomb (2007)*

Will Naser (2008)**

Building Inspector and Code Enforcement Officer

John Field (2008)

Chief Procurement Officer

Selina S. Shaw (2009)

Town Planner

Elizabeth Hughes (2008)

Treasurer

Margaret Dennehy (2008)

A/B Cultural Council

Pat Myers (2009)

Cynthia Matchett (2008)*

Avril Allard (2009)

* Resigned

** Appointed to fill vacancy

Airport Study Committee

Anne Canfield, Chair (2009)
 William Litant (2008)
 Jacklyn Mayer (2009)*
 Michael O'Leary (2008)

Animal Control Officer

Donald C. Morse (2008)

Board of Appeals

Christian Habersaat, Chair (2009)
 Tom Gorman, Clerk (2010)
 Karim Raad (2008)
 Michael Toups (2008)
 Lonnie Weil (2008)
 Clifford Stockley, Alternate (2008)
 Karen Warner, Alternate (2008)

Board of Registrars

Elizabeth Markiewicz, Chair (2008)
 Nancy Brown (2008)
 Virginia Richardson (2010)
 Sara Wagg (2009)

Boxborough Information Technology Committee

Jay Bhatia, Chair (2010)
 Guillermo Chang (2009)
 Tim Lundy (2008)
 Amado Montenegro (2009)
 Jamie Rogers (2008)
 Christopher Russo (2010)
 Derek Wylie (2010)

Boxborough Housing Board

R. Allen (Al) Murphy, Chair (2008)
 Diane Friedman (2010)
 Jeff Handler (2010)
 Joan Meyer (2009)
 Ron Vogel (2010)
 Channing Wagg (2009)
 Dave Koonce, ex-officio
 Les Fox, ex-officio

Cable Advisory Board

Ken King (2009)*
 Erik Molander (2009)

Cemetery Superintendent

Donald C. Morse (2008)

Conservation Commission

Charlene Golden, Chair (2008)
 David Follet (2008)
 Norm Hanover (2007)
 David Koonce (2008)
 Dennis Reip (2009)
 Paul Rey (2009)*
 Raid Suleiman (2010)
 Arden Veley (2010)
 Rick Williamson (2009)**

Appointed by ConsComm

Norm Hanover, Associate Member
 Liz Markiewicz, Associate Member

Council on Aging

Karen Smolin, Chair (2010)
 Peter Alling (2008)
 David Birt (2010)
 Mary Ellen Chaney (2009)**
 Betsy Krusen (2009)
 Frank Powers, Chair (2009)*
 Frank Sibley (2009)
 Jini Vockel (2010)

Design Review Board

Scott Robinson, Chair (2009)
 Karen Metheny (2009)
 Rebecca Neville, BoS Liason

Dog Officer

Phyllis Tower (2008)

Election Warden

Richard Golden (2008)

Field Driver

George C. Krusen II (2008)

FIRE DEPARTMENT

Fire Chief, Fire Warden, Emergency Management Director, Roy Custance Scholarship Administrator
 Geoffrey B. Neagle (2009)

Fire Department Officers, Per-diem (2008)

Michael Kidd, Deputy Chief
 Kenneth March, Captain
 James DeVogel, Lieutenant
 Robert M. Smith, Lieutenant*

* Resigned

** Appointed to fill vacancy

Firefighter/EMT, Permanent (2008)

Scott C. Coleman
 Benn Carpenter
 Robert R. DaCosta*
 Jonathon Williams**
 Randolph T. White

Per-Diem Firefighter/EMT (2008)

Matthew Allen
 Eoin Bohnert
 Richard Bottner
 Erik Byam
 Mathew Callahan
 Ken Carroll*
 Robert R. DaCosta
 Edmond Daigneault
 Andrew Dufresne
 Justin Geneau
 Shawn Gray
 Brendan Hurley
 Scott Krug
 Mathew LaBossiere*
 David R. Lefebvre*
 Christopher MacMillian
 Jason Malinowski
 Patrick McLaughlin
 Adam A. Nichols
 Brandon Nichols*
 William Noke
 Michael O'Donnell*
 Thomas E. Sherr
 Brenda Smith*
 Robert Sokolowski
 Robert Stemple
 Kristian Sullivan

Call Firefighter (2008)

Nicholas Costanzo
 Lawrence Roche

Historical Commission

Alan Rohwer, Chair (2009)
 Astrid Chalupa (2010)
 Mary Larson (2010)
 Scott Robinson (2010)
 Shirley Warren (2009)

Inspector of Animals

*Nominated by BoH, appointed by
 Commonwealth of Massachusetts*
 Donald C. Morse (2009)

Inspector of Gas & Plumbing

Gary Corey (2008)
 Norman Card, Jr., Assistant (2008)

Inspector of Wires

Thomas A. Argento, Jr. (2008)
 Charles Weeks, Assistant (2008)

Personnel Board

Richard Golden, Chair (2010)
 Mary Cobleigh, Empl. Member (2008)
 Anne Canfield (2009)
 Pat Flanagan (2009)

POLICE DEPARTMENT**Police Chief**

Richard G. Vance, Jr. (2009)

Police Officers (2008)

Stephen P. Trefry, Sergeant
 Warren B. Ryder, Sergeant
 Nathan Bowolick, Patrol Officer
 Nicholas A. DiMauro, Patrol Officer
 Jeffrey C. Landgren, Patrol Officer
 Benjamin M. Lavine, Patrol Officer
 Warren J. O'Brien, Patrol Officer
 Brett A. Pelley, Patrol Officer
 Robert R. Romilly, Jr., Detective

Police Department, Dept. Assistant

Andrea Veros

Special Police Officers (2008)

Gordon N. Clark
 John P. Corbett
 Steven P. Duffy
 Patrick Mortimer

Lock-Up Attendants (2008)

Amy Cunningham
 Deborah Richardson*
 Phyllis Tower
 Richard Tower
 Gary Whitaker

* Resigned

** Appointed to fill vacancy

Public Safety Dispatch Officers (2008)***Appointed by Fire Chief***

Caitlin B. Budrewicz*
David Byler
Cassandra M. Clavijo*
Gordon R. Hamel*
Jeffrey R. Moreau*
Patrick E. Mortimer
Michelle Turner

Public Celebration

Frances Anderton (2009)
Kim Bowers (2009)
Karin Evans (2008)*
Sharon Garde (2010)
Owen Neville (2008)
Laura Rakauskas (2009)
Liz West (2008)*

**Public Works Director, Cemetery
Commissioner, Tree Warden &
Moth Superintendent**

Kenneth March (2008)

Steele Farm Advisory Committee

Bruce Hager, Chair (2010)
Arden Veley, Secretary (2009)
David Birt (2008)
Mike Matchett (2008)
John Schoenfeld (2009)
Eric Tornstrom (2008)
Edward Whitcomb (2009)

Town Counsel

Kopelman & Paige (2008)

Veterans' Agent

Donald C. Morse (2008)
Michael Guzzo, Assistant (2008)

APPOINTMENTS MADE BY MODERATOR**Finance Committee**

Keshava Srivastava, Chair (2010)
Gary Kushner, Vice-chair (2008)
Kasia Lundy, Secretary (2010)
Dan Breuer (2008)
Tracey Driscoll (2009)
Jim Ham (2009)
Thomas Hanlon (2009)
Susan Hardie (2010)
Dan Maserang (2008)

Recreation Commission

Susan Reuther, Secretary (2009)
Victor Tremblay, Treasurer (2008)
Kevin Lehner (2010)
Lisa McElroy (2010)
Mike Murphy (2009)*
Christopher Noble (2009)
Matthew Rosner (2008)

Minuteman Regional School

Donna M. Corey (2009)

**APPOINTMENTS MADE BY
LIBRARY BOARD OF TRUSTEES**

Maureen Strapko, Director

**APPOINTMENTS MADE BY
BOARD OF HEALTH****Medical Reserve Corps**

Brad Hardie, Chair (2008)
Lorraine Carvalho (2008)*
Mary Cobleigh (2008)
Loretta Crowley (2008)

Barbara Kemp (2008)
Melissa Northrup (2008)
Laura Russell (2008)

* Resigned

** Appointed to fill vacancy

Water Resources Committee

Michael Willis, Jr., Chair (2009)
Marie Cannon (2008)
Bryon Clemence (2009)

Anne Gardulski (2009)
Kristin Hilberg (2008)
Bryan Lynch (2010)

**TOWN OF BOXBOROUGH EMPLOYEES
NOT OTHERWISE MENTIONED**

Public Works Department

Juan Barrios
Jeffery L. Brown
Edmond Daigneault, part time
Scott Doughty
Thomas Garmon
Lawrence Roche
Robert Sokolowski
Gillis Soucy

Recycling Attendant

Lawrence Roche

Library Staff

Ruth Hamilton, Sr. Library Assistant
Claudia Murphy, Library Assistant
Joanne Parker, Technical Services Librarian

Library Staff, Cont.

Marion Powers, Sr. Library Assistant
Judy Reiter, Technical Services Librarian
Ramika Shah, Sr. Library Assistant
Heather Wilkinson, Children's Librarian

Town Hall Employees

Marilyn Barstow, Secretary, part time
Mary Cobleigh, Dept. Assistant
Claire Kuipers, Secretary, part time
Cheryl Mahoney, Dept. Assistant
Mary Nadwairski, Dept. Assistant, part time
Kathie Schwarting, COA Coordinator
Debbie Walsh, Secretary, part time
Colleen Whitcomb, Dept. Assistant

BOARD OF SELECTMEN

We've had a very busy year in Boxborough! Frank Powers was elected as a new member in the May 2007 Annual Election, taking the place of long-time volunteer and Selectman, Don Wheeler. Don has been missed by all and left very large shoes to fill. Frank has spent the year ramping up, and is especially good at doing the research necessary to make informed decisions. Joining a board of veteran Selectmen is a daunting task, and Frank has done an amazing job!

Les Fox, Jim Gorman, Kristin Hilberg and Becky Neville continued in their terms. At its reorganization meeting in May, Kristin Hilberg was elected Chair and Jim Gorman Clerk.

Happy Quasibicentennial, Boxborough!

On February 25th, 2008 the town will celebrate its 225th anniversary. Under the chairmanship of our Town Moderator, John Fallon, a committee was formed and planning got underway for a variety of town events to celebrate our incorporation as a town. One of the goals of the committee is to be as inclusive as possible, involving all age groups, community organizations and clubs. In addition, the committee plans to organize events which are cost-neutral to the taxpayers. Many thanks to all the volunteers and town employees who are working together to make all of this happen!

Goals and Objectives

Each year, the Selectmen meet to develop a list of goals and objectives. This past year our focus has been on fostering better communication with the public as well as with all town boards, commissions and departments. To reach this goal, we have instituted a quarterly All-Boards Meeting. These meetings have focused on our current financial state, the tolerance for future Proposition 2 1/5 overrides, as well as floating other questions and concerns. We have found these meetings to be a valuable way of gathering information from a broad cross-section of the town. We have also begun meeting with the four major department heads on a regular basis. This has not only given them additional opportunities to problem-solve as a group, but has also given the Selectmen a clearer view into the daily operations of the town.

Employee matters

Under our new management structure, the department heads (Town Administrator, Fire and Police Chiefs, and Director of DPW) report directly to the BoS, with the Town Administrator acting in the role of chief facilitator and coordinator. In addition, the board is now responsible for writing these four department head employee reviews. Considerable time and effort went into creating a new process and to determine an appropriate format. Reviews are scheduled to be completed and distributed in early 2008.

The town employee salary and compensation survey initiated in 2006 was completed and accepted. The Selectmen began the process of implementing the recommendations to both the Personnel Plan as well as the various contracted positions.

Colleen Whitcomb, Town Assessor, announced her retirement effective March 2, 2007. Colleen has been a longtime, dedicated employee who has always been willing to go above and beyond the call of duty and pitch in wherever her knowledge, insight and energy are needed. She will be missed in her role as the Assessor! We are pleased that she is remaining with the town in a part-time capacity assisting the land-use boards. We immediately began the process of selecting a new assessor, putting together a search team and interviewing several qualified candidates. On March 19th, we appointed and welcomed William Naser as our new Town Assessor.

Council on Aging

This has been an incredibly busy year for the Council on Aging. In addition to managing the new van service, the Council worked with the DPW and other town organizations to build bocce courts on Liberty Fields. This is something all age groups will enjoy, and plans for a league are underway. Please refer to their report for complete details as well as information on the other projects, such as the Senior Center Task Force, that are underway. We applaud the CoA for their dedication to the seniors of Boxborough!

At the end of the year, Kathie Schwarting, the CoA Coordinator announced her resignation. A search committee will be formed and begin a search for her replacement. Kathie is much appreciated and loved by the senior citizen population. She has helped coordinate and institute many programs and activities, been the editor and a contributor to the information-packed Senior Newsletter and always makes time to give everyone the attention they need. She will be missed!

Land Acquisition

We have been working on two potential land acquisitions this year in order to provide the town with additional open space and locations for future municipal use. The first of these is the Mitchell/Kularski parcel behind Liberty Square Road and between Sargent Road and Reed Farm. The second opportunity the BoS is entertaining is the Lyons Property on Stow Road.

The Boxborough Conservation Trust has been spearheading the purchase of the Mitchell/Kularski land, working with the town to develop a cost-neutral way of acquiring the parcel. They have applied for and received a self-help grant from the state in order to help defray the cost of the land. To fund the remaining balance of the purchase price, they hope to develop and sell three house lots by combining a piece of abandoned property (now the property of the town) with the Mitchell/Kularski property. The BCT has spent considerable time and energy pursuing this and have done the majority of the legwork as well as invested significant funds in engineering and surveying. The Board of Selectmen wishes to thank them for the efforts and will continue to support their endeavor to make this opportunity a reality.

The availability of the Lyons property is a unique opportunity for the town. This land is located close to the center of town, is flat and has many potential municipal purposes. The Selectmen are looking at various creative funding mechanisms, including but not limited to the sale of existing municipal land, in order to purchase the parcel. We continue to meet and negotiate with the Executrix of Mr. Lyon's estate as we research our options.

Residents' Concerns

We have been pleased to see an increase in resident participation and attendance at our meetings. In January, a resident of Sargent Road brought forward her concerns about the health hazards of the MBTA train whistles and asked the Board to consider petitioning the State to make Boxborough a "Quiet Zone". She presented the board with an outline of her concerns and suggestions. In addition to the Quiet Zone presentation, a large majority of residents presented their concerns regarding health and safety if the train whistles were silenced. After considerable research, debate and discussion the board decided not to pursue the suggestion.

There have been ongoing concerns from residents that the town be held accountable for following its own zoning bylaws when doing projects around town. The board noted that the town should have to adhere to the same requirements regarding applications and permitting as a member of the public might. The

Selectmen are working with the various land use boards, the building department and the DPW to ensure that the permitting and building bylaws and regulations are followed for all future projects.

Residents from Hughes Lane brought forward a request to the board to discuss alleged excessive barking at Family Friends Veterinary Hospital and Kennel. After a spirited discussion between the residents and the Kennel owners, the Selectmen found that the Kennel was operating within the bounds of the Town Bylaws as we understand them. We recommended that the parties attempt to negotiate a compromise on their own.

In December, a number of residents from Summer Road petitioned the Board of Selectmen to place a street light at the corner of Summer Road and Route 111. This gave us the chance to test our new Street Light Policy developed in conjunction with the Town Planner, the Planning Board, the DPW and Littleton Electric Light Company. We're pleased to announce that the new light has been installed, and in a timely manner! In addition, the location and condition of the street sign was addressed.

Outlook

The Selectmen welcome suggestions from all residents on ways we can improve the delivery of services that you pay for with your taxes. We are concerned about the rising cost of services, which come mainly through personnel costs, coupled with demand for good service as expressed by the voters at Town Meeting. The Fire and Police Chiefs have already identified a need for increased staffing levels over the next few years. We anticipate stagnant state aid and local receipts, and low growth in the near term, all of which will place the town in a difficult position with respect to the tax levy limitations of Proposition 2 1/2. As always, we seek citizen input throughout the year on levels of service that they require, so that we may make informed judgments about choices to be presented to voters.

In closing, the Board of Selectmen would like to extend its gratitude and appreciation to all town employees and volunteers for their service to the town. Town government could not operate so smoothly without their commitment and dedication.

PERSONNEL BOARD

The Personnel Board continued in its advisory role by assisting the Board of Selectmen and the Town Administrator in matters relating to town employees. Next year will be the third year of the change in the percentage the town pays from health insurance from 90% to 75%. The Board remains available to advise and help all town employees especially those that are not represented by a union.

We have an opening for another member. Anyone interested should call Town Hall.

Respectfully submitted,
Richard Golden, Chair

TOWN COUNSEL

During 2007, Town Counsel provided significant legal services to the town, including the rendering of numerous legal opinions, approving contracts as to form, attending Town Meetings, and meeting with the Board of Selectmen and various other town boards. There are currently two active litigation cases

involving the town which are pending in various state courts. During 2007, a total of six cases were closed.

The most significant legal services provided to the town in 2007 involved advising the Board of Selectmen and the Conservation Commission regarding several pending enforcement actions and appeals. Several issues have arisen regarding the applicability of the town's Wetlands Bylaw to activity at the Minuteman Air Field. In 2007, the owners of the Air Field appealed an order of conditions issued by the Conservation Commission. The defense of that case is being provided by the town's insurance company, which has appointed Town Counsel to represent the Conservation Commission.

We have also been actively involved in several comprehensive permit applications before the Zoning Board of Appeals, most notably the Residences at Cunningham Road and Stonewall Estates.

Finally, we have been advising the Board of Selectmen and the Town Administrator with respect to ongoing employment and labor issues.

We extend our appreciation to the Board of Selectmen for its confidence in retaining this firm. We also appreciate the assistance and cooperation we have received on all matters from the Board of Selectmen, Town Meeting, the Town Administrator, the department heads, and the boards and committees with whom we have worked. We look forward to working with the members of the town government in the future.

Respectfully submitted,
Kopelman and Paige, P.C.
Town Counsel

Litigation Status Report Matters Pending With Town Counsel

Minute Man Air Field, Inc. v. Town of Boxborough, et al.
Land Court, Misc. No. 212208

This is an action seeking judicial review of the Conservation Commission's order of conditions under the local wetlands bylaw on the plaintiff's vegetation management plan, and also for breach of contract relating to a prior settlement agreement between the town and plaintiff regarding the vegetation management plan. The town's liability insurer has assumed the town's defense and has appointed Town Counsel to represent the Commission in this matter. The Commission has filed the record of proceedings on the claim seeking judicial review of the decision. The Commission has also filed discovery requests on the plaintiff's breach of contract claim.

Town of Boxborough v. Tranchina
Middlesex Superior Court C.A.

This action alleges misrepresentation and breach of contract, arising out of the defendant's failure to adhere to the requirements to qualify as a purchaser of an affordable unit located at 112 Summer Road. Mr. Tranchina has agreed to sell the unit to the town, or the town's designee, at the affordable price and an agreement for judgment is expected to be filed with the Court.

Cases Closed in 2007

Biotti v. Boxborough Conservation Commission
Middlesex Superior Court, C. A. No. 04-1017

This was an appeal from a denial of an order of conditions by the Conservation Commission for the construction of a dwelling at 10 Joseph Road within the Adjacent Land Resource Area under the town's Wetlands Bylaw. On December 15, 2005, the Conservation Commission filed supplemental findings with the Court. In response to the supplemental findings, plaintiff moved to dismiss the matter claiming that the denial was not supported by the evidence on the record. The Court denied plaintiff's request and dismissed the complaint finding that the Commission's denial was proper. Plaintiff filed a motion for reconsideration, but the motion was denied and the appeal period has expired.

Boxborough Conservation Commission v. Minute Man Air Field, Inc.
Middlesex Superior Court, C.A. No. 07-0951

This was an enforcement action in which the Conservation Commission was seeking a temporary restraining order and preliminary and permanent injunctions ordering Minute Man Air Field to cease and desist from any further clear cutting of trees in a wetlands resource area located at the airport and within the town's boundaries until such time as it submits the required filing fee for review under the local Wetlands Bylaw and is issued an Order of Conditions permitting the alterations proposed by the applicant. On March 23, 2007, the Court granted a temporary restraining order that prohibits Minute Man Air Field from continuing its clear cutting of trees. This case and the Minute Man Air Field case against the Commission cited below were dismissed by a joint stipulation of dismissal which the parties entered into whereby, in exchange for the agreement to end the litigation, Minute Man Air Field agreed to file a notice of intent with the Commission and pay a filing fee concerning the tree cutting activities on its property.

Minute Man Air Field, Inc. v. Boxborough Conservation Commission
Middlesex Superior Court, C.A. No. MICV2007-00869

This was a *certiorari* appeal of an Enforcement Order issued by the Conservation Commission and a declaratory judgment action commenced in March 2007, whereby plaintiff Minute Man Air Field ("MMAF") is challenging the Commission's order to cease and desist from clear cutting trees and removing other vegetation from a resource area, a red maple swamp, without the issuance of an Order of Conditions under the town's Wetland Bylaw, allowing the project. MMAF also challenges the \$7,500 filing fee for review of the project. This case was dismissed by a joint stipulation of dismissal on the basis of Minute Man's agreement to file a notice of intent with the Commission and pay an agreed-upon filing fee concerning the tree removal activities Minute Man had commenced on its property in Boxborough.

In the Matter of Reed Farm, Inc.
Division of Administrative Law Appeals, Docket No. 2001-036
CDEP File No. 113-342

This was an appeal by Reed Farms, Inc., of the Department of Environmental Protection's ("DEP") superseding order affirming the Conservation Commission's denial of a notice of intent for a driveway to access uplands on Lot 246, one of the three remaining lots in the Reed Farm II Subdivision. The Commission based its denial under the applicable State Wetlands Act regulations, on the negative impact of the proposal on the habitat of the spotted turtle, a species of special concern. Several such turtles were found on the property. The appeal of the superseding order before the Division of Administrative Law

Appeals ("DALA") was stayed by DALA pending the disposition of Reed Farm vs. Town of Boxborough and town Conservation Commission in Superior Court, Docket No. 2001-0282. That matter has now been resolved in the town and the Commission's favor and the decision is final. Consequently, the DEP filed a motion to dismiss the administrative case for mootness. A hearing on the motion was held on July 20, 2007. After the hearing, DALA dismissed the case. There was no appeal of the dismissal.

Reed Farm Inc. v. Boxborough Conservation Commission
Middlesex Superior Court, C.A. No. 01-0282

This was a *certiorari* appeal of the Conservation Commission's denial of an Order of Conditions to permit the construction of a driveway through wetlands on Reed Farm's property for the purpose of accessing an upland area on which Reed Farm proposes to construct a single family home. This action also challenges the validity of certain wetlands regulations and alleges a "takings" claim and breach of contract concerning a settlement agreement executed by the Board of Selectmen, Francis Carullo and Reed Farm in 1996. There was a companion case before the Division of Administrative Law Appeals ("DALA") wherein Reed Farm has appealed the Department of Environmental Protection's ("DEP's") decision affirming the Commission's denial of an order of conditions for the project under the state's Wetlands Protection Act and its regulations. This case went to trial on January 8, 2007, and lasted five days. On March 27, 2007, the Court issued its decision affirming the Commission's denial of the order of conditions and dismissing Reed Farm's challenge to the validity of the wetlands regulations and the "takings" claim. Reed Farm did not appeal the Court's decision and the judgment is now final.

Whitcomb Ridge, LLC v. Boxborough Board of Appeals
Housing Appeals Committee No. 2006-11

This was an appeal to the Housing Appeals Committee of the issuance of a comprehensive permit granted by the Zoning Board of Appeals, approving a 60-unit ownership residential development located on Whitcomb Road. The applicant argued that certain conditions in the decision rendered the project "uneconomic" due to MassHousing's refusal to grant final approval, based upon the disputed conditions. The conditions concerned the Zoning Board of Appeals' affordability requirements, limited profit requirements, and auditing and monitoring requirements. The Housing Appeals Committee issued a summary decision in favor of the applicant dated January 22, 2008, and the town did not appeal.

TOWN ASSESSOR

The Office of the Town Assessor is a value-based department. The Assessor is primarily responsible for determining the full and fair cash value of all real and personal property within the municipality. Other duties of the Assessor include: administer motor vehicle excise tax, determine town's new growth value, abate/exempt/ or defer taxes and oversee the town's overlay reserve account (an account established to fund abatements, exemptions, and unpaid taxes for the respective fiscal year).

Tax law intends for each taxpayer to pay an equitable share of the tax burden in proportion to the value of the property or asset. This is known as *ad valorem* tax, or according to value tax.

The total amount to be raised through taxation (tax levy) is calculated after all other sources of revenue and total expenses for the town is known. The levy for fiscal year 2008 was \$14,878,046.18. Listed below is the approximate percentage of the tax levy by property classification:

| <u>CLASSIFICATION</u> | <u>VALUE</u> | <u>TAX DOLLARS</u> | <u>LEVY %</u> |
|-----------------------|-------------------------|---------------------|---------------|
| Residential | \$ 811,347,716 | \$11,472,457 | 77.11 |
| Commercial | 85,080,563 | 1,203,039 | 8.09 |
| Industrial | 141,119,639 | 1,995,432 | 13.41 |
| Personal Property | 14,647,710 | 207,118 | 1.39 |
| | <u>\$ 1,052,195,628</u> | <u>\$14,878,046</u> | <u>100.00</u> |

In calendar year 2006 the real estate market in Boxborough remained stable and values, for the most part, remained unchanged. While the sales volume was down, generally sale prices remained competitive. Property sales from calendar year 2006 were analyzed to determine property values as of January 1, 2007, the assessment date for fiscal 2008. Many assessments remained the same as the prior year; however, some land and neighborhood pricing did change.

A tax rate of \$14.14 was approved by the Department of Revenue for fiscal year 2008, and the average tax bill increased 3.7% from fiscal year 2007.

Property values, tax assessment maps, and FAQ's relating to various functions of the assessing department can be found on the town website (www.town.boxborough.ma.us) There is also a public access counter terminal available in the office for viewing real property records. Please feel free to call, email, or visit the office if you have any questions regarding your property value or the assessment process in general.

I'd like to thank the Board of Selectmen, Town Administrator, members of the Finance Committee, and Debbie Walsh, Assessing Clerk, for their support in my first year as Town Assessor in Boxborough. I'd like to add a special thanks to Colleen Whitcomb, former Town Assessor, for her generous help and assistance during this time.

Respectfully submitted,

William G. Naser, MAA
Town Assessor

TOWN ACCOUNTANT

To the Honorable Board of Selectmen of Boxborough:

Submitted herewith is the annual report covering the financial transactions for the Town of Boxborough for the year ended June 30, 2007. This unaudited report includes:

- Combined Balance Sheet
- Schedule of Revenues, Expenditures – General Fund
- Schedule of Revenues, Expenditures and changes in fund balance – budget and actual

Respectfully submitted,
Michael Guzzo
Town Accountant

**GOVERNMENTAL FUNDS
COMBINED BALANCE SHEET**

**JUNE 30, 2007
(Unaudited)**

| | General | Capital Projects | Trust/Agency Funds | Non - Major Government Funds | Total Governmental Funds |
|---|---------------------|---------------------|-----------------------|------------------------------------|--------------------------------|
| ASSETS | | | | | |
| Cash and short-term investments | \$ 1,818,446 | \$ 178,014 | \$ 1,072,864 | \$ 2,003,590 | \$ 5,072,914 |
| Receivables, net of uncollectibles | | | | | |
| Real estate and personal property taxes | 167,944 | - | - | - | 167,944 |
| Tax liens and foreclosures | 163,681 | - | - | - | 163,681 |
| Excise taxes | - | - | - | - | - |
| Motor Vehicle Excise Taxes | 58,133 | - | - | - | 58,133 |
| Provision for Abatements | (255,374) | - | - | - | (255,374) |
| Departmental and other | - | - | - | - | - |
| Special assessments | 11,143 | - | - | - | 11,143 |
| | - | - | - | - | - |
| TOTAL ASSETS | \$ 1,963,973 | \$ 178,014 | \$ 1,072,864 | \$ 2,003,590 | \$ 5,218,441 |
| LIABILITIES AND FUND BALANCES | | | | | |
| LIABILITIES | | | | | |
| Other liabilities | 15,026 | - | 73,757 | 45,327 | 134,110 |
| Deferred revenues | 145,527 | - | - | - | 145,527 |
| Notes payable | - | - | - | - | - |
| TOTAL LIABILITIES | \$ 160,553 | \$ - | \$ 73,757 | \$ 45,327 | \$ 279,637 |
| FUND BALANCES | | | | | |
| Reserved for: | | | | | |
| Encumbrances and continuing appropriations | \$ 121,954 | \$ - | \$ - | \$ - | \$ 121,954 |
| Stabilization | - | - | 823,786 | - | 823,786 |
| Court settlement | - | - | - | - | - |
| Perpetual permanent funds | - | - | 97,130 | - | 97,130 |
| Unreserved: | | | | | |
| Designated for subsequent years' expenditures | 678,255 | - | - | - | 678,255 |
| Undesignated, reported in: | | | | | |
| General Fund | 1,003,211 | - | - | - | 1,003,211 |
| Special revenue funds | - | - | - | 1,958,263 | 1,958,263 |
| Capital projects fund | - | 178,014 | - | - | 178,014 |
| Permanet funds | - | - | 78,191 | - | 78,191 |
| TOTAL FUND BALANCES | \$ 1,803,420 | \$ 178,014 | \$ 999,107 | \$ 1,958,263 | \$ 4,938,804 |
| TOTAL LIABILITIES AND FUND BALANCES | \$ 1,963,973 | \$ 178,014 | \$ 1,072,864 | \$ 2,003,590 | \$ 5,218,441 |

GOVERNMENTAL FUNDS
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GENERAL FUND
FISCAL YEAR ENDED JUNE 30, 2007
(Unaudited)

| | FY2007 | FY2006 | FY2005 | FY2004 |
|--|----------------------|----------------------|----------------------|----------------------|
| REVENUES | | | | |
| Real estate and personal property taxes, net of tax refunds | 14,151,995 | 13,363,935 | \$ 12,150,335 | \$ 11,831,754 |
| Motor vehicle and other excise taxes | 607,787 | 659,727 | 686,168 | 594,455 |
| Hotel/motel tax | 141,029 | 123,168 | 138,688 | 139,523 |
| Penalties and interest on taxes | 15,715 | 22,515 | 20,658 | 70,152 |
| Intergovernmental | 2,080,834 | 1,999,388 | 1,946,561 | 1,949,780 |
| Departmental and other | 539,099 | 607,802 | 480,420 | 407,322 |
| Special assessments | - | - | - | - |
| Contributions | - | - | - | - |
| Investment Income | 166,550 | 112,305 | 22,881 | 18,031 |
| Miscellaneous | 35,682 | 191,474 | 114,418 | 63,410 |
| TOTAL REVENUES | \$ 17,738,691 | \$ 17,080,314 | \$ 15,560,129 | \$ 15,074,427 |
| EXPENDITURES | | | | |
| Current: | | | | |
| General government | \$ 878,894 | \$ 864,738 | \$ 966,845 | \$ 814,401 |
| Public safety | 1,879,349 | 1,779,730 | 1,642,038 | 1,507,356 |
| Education | 11,096,537 | 10,534,568 | 9,776,738 | 8,924,729 |
| Public works | 768,557 | 727,902 | 715,204 | 656,998 |
| Human services | 80,032 | 63,895 | 56,759 | 53,934 |
| Culture and recreation | 279,858 | 240,096 | 195,807 | 153,998 |
| Pension benefits | 317,905 | 276,433 | 264,076 | 232,331 |
| Property and liability insurance | 89,799 | 87,702 | 84,925 | 78,090 |
| Employee benefits | 1,121,357 | 1,049,401 | 1,016,078 | 923,027 |
| State and County Charges | 63,719 | 82,550 | 69,139 | 61,127 |
| Debt service: | | | | |
| Principal | 678,452 | 501,000 | 554,000 | 858,320 |
| Interest | 696,244 | 600,320 | 508,105 | 490,912 |
| TOTAL EXPENDITURES | \$ 17,950,703 | \$ 16,808,335 | \$ 15,849,714 | \$ 14,755,223 |
| EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES | (212,012) | 271,979 | (289,585) | 319,204 |
| OTHER FINANCING SOURCES (USES): | | | | |
| Operating transfers in | \$ - | \$ - | \$ (151,000) | \$ 255,514 |
| Operating transfers out | - | - | - | - |
| TOTAL OTHER FINANCING SOURCES (USES) | \$ - | \$ - | \$ (151,000) | \$ 255,514 |
| NET CHANGES IN FUND BALANCES | (212,012) | 271,979 | \$ (440,585) | \$ 574,718 |
| FUND BALANCES AT BEGINNING OF YEAR | 2,175,985 | 1,904,006 | 2,344,591 | 1,769,873 |
| FUND BALANCES AT END OF YEAR | \$ 1,963,973 | \$ 2,175,985 | \$ 1,904,006 | \$ 2,344,591 |

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE – BUDGET AND ACTUAL

**FISCAL YEAR ENDED JUNE 30, 2007
(Unaudited)**

| | Amounts Carried forward From Prior Year | Current Year Initial Budget Projects | Original Budget | Final Budget | Actual Budgetary Amounts | Amounts Carried Forward To Next Year | Variance Over/(Under) |
|--|---|--|----------------------|----------------------|--------------------------------|--|--------------------------|
| REVENUES | | | | | | | |
| Real estate and personal property taxes, | \$ - | \$ 14,261,017 | \$ 14,261,017 | \$ 14,261,017 | \$ 14,151,995 | \$ - | \$ (109,022) |
| net of tax refunds | - | - | - | - | - | - | - |
| Tax and trash liens | - | - | - | - | - | - | - |
| Motor vehicle and other excise taxes | - | 785,000 | 785,000 | 785,000 | 748,816 | - | (36,184) |
| Intergovernmental | - | 2,021,923 | 2,021,923 | 2,021,923 | 2,080,834 | - | 58,911 |
| Departmental and other | - | 578,600 | 578,600 | 578,600 | 554,814 | - | (23,786) |
| Investment Income | - | 111,000 | 111,000 | 111,000 | 166,550 | - | 55,550 |
| Miscellaneous | - | 21,336 | 21,336 | 21,336 | 35,682 | - | 14,346 |
| TOTAL REVENUES | \$ - | \$ 17,778,876 | \$ 17,778,876 | \$ 17,778,876 | \$ 17,738,691 | \$ - | \$ (40,185) |
| EXPENDITURES | | | | | | | |
| Current: | | | | | | | |
| General government | \$ 83,739 | \$ 868,501 | 952,240 | \$ 1,024,401 | \$ 878,894 | \$ 46,103 | \$ (145,507) |
| Public safety | 5,008 | 1,949,185 | 1,954,193 | 1,961,262 | 1,879,349 | 5,564 | (81,913) |
| Education | 47,186 | 11,137,569 | 11,184,755 | 11,184,755 | 11,096,537 | 72,162 | (88,218) |
| Public works | 20,453 | 805,952 | 826,405 | 831,009 | 768,557 | 22,652 | (62,452) |
| Human services | - | 74,004 | 74,004 | 82,107 | 80,032 | 15,000 | (2,075) |
| Culture and recreation | 100 | 290,209 | 290,309 | 293,054 | 279,858 | 136 | (13,196) |
| Pension benefits | - | 317,905 | 317,905 | 317,905 | 317,905 | - | - |
| Property and liability insurance | - | 99,396 | 99,396 | 99,396 | 89,799 | - | (9,597) |
| Employee benefits | 7,588 | 1,213,159 | 1,220,747 | 1,224,491 | 1,121,357 | 3,963 | (103,134) |
| State and County Charges | - | 58,214 | 58,214 | 58,214 | 63,719 | - | 5,505 |
| Other | - | 157,623 | 157,623 | 157,623 | - | - | (157,623) |
| Debt service: | | | | | | | |
| Principal | - | 678,000 | 678,000 | 678,452 | 678,452 | - | - |
| Interest | - | 694,142 | 694,142 | 696,244 | 696,244 | - | - |
| TOTAL EXPENDITURES | \$ 164,074 | \$ 18,343,859 | \$ 18,507,933 | \$ 18,608,913 | \$ 17,950,703 | \$ 165,580 | \$ (658,210) |
| EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES | (164,074) | (564,983) | (729,057) | (830,037) | (212,012) | (165,580) | 618,025 |
| OTHER FINANCING SOURCES (USES): | | | | | | | |
| Proceeds from bonds and notes | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Proceed from refunding bonds | - | - | - | - | - | - | - |
| Premium from issuance of bonds | - | - | - | - | - | - | - |
| Bond issuance costs | - | - | - | - | - | - | - |
| Payments to refunded bond escrow agent | - | - | - | - | - | - | - |
| Sale of capital assets | - | - | - | - | - | - | - |
| Operating transfers in | - | - | - | - | - | - | - |
| Operating transfers out | - | - | - | - | - | - | - |
| TOTAL OTHER FINANCING SOURCES (USES) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| NET CHANGES IN FUND BALANCE | \$ (164,074) | \$ (564,983) | \$ (729,057) | \$ (830,037) | \$ (212,012) | \$ (165,580) | \$ 618,025 |

**TAX COLLECTOR
FISCAL YEAR 2007**

REAL ESTATE TAX

| FISCAL YEAR | UNCOLLECTED AS OF 7/1/06 | TAX TITLE | | | | OUTSTANDING AS OF 6/30/07 |
|----------------|-----------------------------|-------------------------|--------------------------|-------------------------|---------------------|------------------------------|
| | | COMMITMENTS | EXEMPTIONS ABATEMENTS | COLLECTIONS | REFUNDS | |
| 2007 | - | \$ 14,121,046.52 | \$ 44,831.44 | \$ 14,015,257.89 | \$ 43,095.47 | \$ 104,052.66 |
| 2006 | \$ 41,587.43 | - | \$ 1,778.98 | \$ 39,838.45 | \$ 30.00 | - |
| 2005 | \$ 1,730.46 | - | \$ 1,730.46 | - | - | - |
| 2004 Supp | \$ 453.00 | - | - | \$ 453.00 | - | - |
| 2003 | \$ 2,055.10 | - | - | - | - | \$ 2,055.10 |
| 2002 | \$ 1,179.17 | - | - | \$ 1,179.17 | - | - |
| | <u>\$ 47,005.16</u> | <u>\$ 14,121,046.52</u> | <u>\$ 48,340.88</u> | <u>\$ 14,056,728.51</u> | <u>\$ 43,125.47</u> | <u>\$ 106,107.76</u> |

PERSONAL PROPERTY TAX

| FISCAL YEAR | UNCOLLECTED AS OF 7/1/06 | COMMITMENTS | TAX TITLE | | OUTSTANDING AS OF 6/30/07 |
|----------------|-----------------------------|----------------------|-----------------|----------------------|------------------------------|
| | | | ABATEMENTS | COLLECTIONS | |
| 2007 | - | \$ 138,622.84 | \$ 87.38 | \$ 138,411.17 | \$ 102.60 |
| 2006 | \$ 536.73 | - | - | \$ 536.73 | - |
| 2004 | \$ 285.59 | - | - | - | \$ 285.59 |
| 2003 | \$ 57.98 | - | - | - | \$ 57.98 |
| 2002 | \$ 60,094.98 | - | - | - | \$ 60,094.98 |
| 2001 | \$ 1,170.41 | - | - | - | \$ 1,170.41 |
| | <u>\$ 62,145.69</u> | <u>\$ 138,622.84</u> | <u>\$ 87.38</u> | <u>\$ 138,947.90</u> | <u>\$ 61,835.85</u> |

MOTOR VEHICLE EXCISE TAX

| FISCAL YEAR | UNCOLLECTED AS OF 7/1/06 | COMMITMENTS | TAX TITLE | | OUTSTANDING AS OF 6/30/07 |
|----------------|-----------------------------|----------------------|---------------------|----------------------|------------------------------|
| | | | ABATEMENTS | COLLECTIONS | |
| 2007 | - | \$ 562,547.52 | \$ 11,402.08 | \$ 522,387.22 | \$ 4,678.95 |
| 2006 | \$ 34,232.72 | \$ 67,432.66 | \$ 4,991.14 | \$ 90,058.71 | \$ 4,074.04 |
| 2005 | \$ 8,671.51 | \$ 153.02 | \$ 541.57 | \$ 3,401.26 | \$ 405.32 |
| 2004 | \$ 5,207.02 | - | - | \$ 700.63 | - |
| 2003 | \$ 4,337.22 | - | - | \$ 124.79 | - |
| | <u>\$ 52,448.47</u> | <u>\$ 630,133.20</u> | <u>\$ 16,934.79</u> | <u>\$ 616,672.61</u> | <u>\$ 9,158.31</u> |

ADDITIONAL REVENUES COLLECTED DURING FY 2007

| | |
|-----------------------------|---------------------|
| INTEREST | \$ 15,681.67 |
| MUNICIPAL LIEN CERTIFICATES | \$ 5,225.00 |
| DUPLICATE TAX BILL CHARGES | \$ 3,718.00 |
| DEMAND FEES | \$ 9,455.00 |
| REGISTRY CLEAR FEES (MVE) | \$ 1,860.00 |
| TOTAL | <u>\$ 35,939.67</u> |

RESPECTFULLY SUBMITTED,
MARY P. SHEMOWAT, CMMC
TAX COLLECTOR

TOWN TREASURER

Herewith is presented my third report as Treasurer in the Town of Boxborough.

| | | | | |
|---|------------------|---------------------|---------------------------|--------------------|
| RECAPITULATION | | | | |
| Treasurer's Cash Balance, 7/1/06 | \$ | 4,295,365.40 | | |
| Treasurer's Trust Fund Balance, 7/1/06 | \$ | 991,132.97 | | |
| <i>Subtotal</i> | \$ | 5,286,498.37 | | |
| FY2007 Receipts | \$ | 19,547,736.28 | | |
| Less FY2007 Approved Disbursements | \$ | 19,756,595.41 | | |
| Treasurer's Cash Balance, 6/30/07 | \$ | 5,077,639.24 | | |
| | | | | |
| General Ledger Cash Balance, 6/30/07 | \$ | 4,079,836.03 | | |
| General Ledger Trust Fund Balance, 6/30/07 | \$ | 997,803.21 | | |
| | \$ | 5,077,639.24 | | |
| | | | | |
| PROJECTED LONG-TERM DEBT: | | | | |
| | PRINCIPAL | INTEREST | TOTAL | |
| FY2008 | \$ 728,000.00 | \$ 325,072.75 | \$ 1,053,072.75 | |
| FY2009 | \$ 723,000.00 | \$ 296,967.35 | \$ 1,019,967.35 | |
| FY2010 | \$ 718,000.00 | \$ 271,136.65 | \$ 989,136.65 | |
| FY2011 | \$ 698,000.00 | \$ 244,181.25 | \$ 942,181.25 | |
| FY2012 | \$ 692,500.00 | \$ 216,113.25 | \$ 908,613.25 | |
| FY2013 | \$ 620,000.00 | \$ 188,166.25 | \$ 808,166.25 | |
| FY2014 | \$ 615,000.00 | \$ 163,466.25 | \$ 778,466.25 | |
| FY2015 | \$ 610,000.00 | \$ 138,966.25 | \$ 748,966.25 | |
| FY2016 | \$ 605,000.00 | \$ 114,666.25 | \$ 719,666.25 | |
| FY2017 | \$ 600,000.00 | \$ 90,566.25 | \$ 690,566.25 | |
| <i>Not included is the Boxborough share of the Regional School bond debt, which is determined annually by proportionate enrollment figures.</i> | | | | |
| TOWN OF BOXBOROUGH | | | | |
| FY08 DEBT SERVICE BUDGET | | | | |
| | Principal | Interest | Total Debt Service | % Breakdown |
| School Debt | \$ 375,000.00 | \$ 146,963.00 | \$ 521,963.00 | 37.11% |
| Sewage Disposal Facility | \$ 35,000.00 | \$ 22,540.00 | \$ 57,540.00 | 4.09% |
| Water (Sewer/Water) | \$ 45,000.00 | \$ 31,908.00 | \$ 76,908.00 | 5.47% |
| Land Acquisition - Howe/Panek | \$ 35,000.00 | \$ 17,493.00 | \$ 52,493.00 | 3.73% |
| Affordable Housing | \$ 26,000.00 | \$ 7,168.10 | \$ 33,168.10 | 2.36% |
| Library | \$ 115,000.00 | \$ 73,530.00 | \$ 188,530.00 | 13.41% |
| Ambulance | \$ 29,000.00 | \$ 6,293.00 | \$ 35,293.00 | 2.51% |
| Recreation Facility | \$ 40,000.00 | \$ 13,125.00 | \$ 53,125.00 | 3.78% |
| School Renovation | \$ 14,000.00 | \$ 2,972.90 | \$ 16,972.90 | 1.21% |
| Dump Truck | \$ 9,000.00 | \$ 1,953.00 | \$ 10,953.00 | 0.78% |
| Salt Shed | \$ 5,000.00 | \$ 1,130.00 | \$ 6,130.00 | 0.44% |
| R. J. Grey | | \$ 75,870.00 | \$ 75,870.00 | 5.39% |
| Acton/Boxborough High School | | \$ 277,469.00 | \$ 277,469.00 | 19.73% |
| Total all Debt | \$ 728,000.00 | \$ 678,415.00 | \$ 1,406,415.00 | 100.00% |

TOWN TREASURER

FY2007 Receipts

| | |
|--|------------|
| A. W. Wetherbee Lby Interest | 4.33 |
| AB Cultural Council Grant | 8,038.00 |
| AB Cultural Council Interest | 400.66 |
| Abatements to Elderly | 1,763.78 |
| Abatements to Veterans | 7,531.00 |
| Alcoholic Beverage Licenses | 10,500.00 |
| Ambulance Task Force Grant | 2,000.00 |
| Asst. to Firefighters Grant | 7,000.00 |
| AT & T Comcast Operations | 6,5234.52 |
| Bad Check Fees | 20.00 |
| Blanchard Educational Gift Fund | 699.99 |
| Board of Appeals Fees | 4,141.00 |
| Board of Health Permits | 1,225.00 |
| Bond Proceeds – Affordable Housing | 245,000.00 |
| Bond Proceeds – Ambulance | 145,000.00 |
| Bond Proceeds – Blanchard Renovations | 68,500.00 |
| Bond Proceeds – Dump Truck | 45,000.00 |
| Bond Proceeds – Sand Salt Shed | 26,000.00 |
| Boxborough Meadows | 62,638.84 |
| Building Admin. Use Fees | 2,285.79 |
| Building Permits | 69,571.64 |
| Cell Tower Rental Fee | 28,925.49 |
| Cemetery Dept. Fees | 2,050.00 |
| Cemetery Perpetual Care Fund Interest | 2,324.36 |
| Cemetery Perpetual Care Trust – Non Expen. | 1,400.00 |
| Charter School Assessment Reimburs | 5,671.00 |
| Click or Ticket Grant | 5,616.48 |
| CMVI Fines | 37,277.50 |
| COA Senior Van | 6,559.50 |
| COA Senior Data Base | 5,000.00 |
| Community Policing Grant | 11,299.00 |
| Cons Comm – Wetland By Law Fee | 149.58 |
| Cons Comm – State WPA Fee | 3,170.00 |
| Cons Comm – Town Bylaw Fee | 28,290.50 |
| Conservation Fund Interest | 849.80 |
| Court Fines | 8,056.15 |
| D.P.W – Guaranteed Deposit | 2,423.93 |
| Demand Fees | 9,330.00 |
| Deputy Collector Fees | 7,562.00 |
| Dog Control Fines | 15.00 |
| Dog License Fees | 6,181.92 |
| Dog License Revolving | 408.08 |
| Dog License Revolving – Fines | 860.00 |
| Duplicate Tax Bill Fees | 3,718.00 |
| Earnings on Investments | 166,483.55 |
| Education Circuit Breaker | 166,188.00 |
| Elder Affairs Grant | 3,200.00 |
| Electrical Insp. Permits Revolving | 15,421.06 |
| Federal School Lunch Program | 12,318.28 |
| Fire Alarm Permits | 15.00 |
| Fire Cistern | 2,000.00 |
| Fire Department – Public Education | 1,185.00 |
| Fire Department – Misc. Fees | 3,643.00 |
| Fire Department – Other Permits | 575.00 |
| Fire Department – Ambulance Receipts | 132,494.34 |
| Fire Department – MDU Grant | 4,157.04 |
| Fuel Assistance Program | 30.00 |
| GEO TMS Fees | 3,621.53 |
| Grace M. Priest Memorial Fund Interest | 227.43 |
| Grace M. Priest Trust – Non Expend | 6,573.73 |
| Hammond Scholarship Fund Interest | 926.53 |
| HazmatFire Outside Detail | 4,959.50 |

| | |
|--|------------|
| Henry H. Brooks Interest | 127.43 |
| Highway – Sale of Scrap Metal | 455.99 |
| Highway – Special Projects | 150.00 |
| Highway – CH90 CH235 FY01 | 53,156.06 |
| Highway – CH90 CH291A FY02 | 15,600.44 |
| Highway – CH90 CH127 | 13,599.96 |
| Highway – CH90 CH150 FY00 | 34,473.97 |
| Highway – CH90 CH246A | 87,913.54 |
| Highway – CH90 CH53B | 43,310.18 |
| Highway – CH90 CH53C | 43,956.77 |
| Homeland Security Grant | 12,000.00 |
| Insurance Reimbursement – Police | 2,775.85 |
| Integrated School System | 16,082.00 |
| Interest – Excise Taxes | 2,572.36 |
| Interest – Property Taxes | 13,143.05 |
| LELD Grant | 5,000.00 |
| Library Circulation Grant | 2,481.24 |
| Library Copy Machine Revolving | 69.00 |
| Library Fines Revolving | 5,104.84 |
| Library Gift Fund | 20,000.00 |
| Library Gift Fund – Rotary | 500.00 |
| Library Gift Fund Interest | 812.11 |
| Library Gift Fund – Rotary Interest | 9.12 |
| Library Mun. Equality Grant | 1,480.63 |
| Lottery | 307,421.00 |
| M.V.E. Clear Fees | 1,860.00 |
| Milk License – Board of Health | 4.00 |
| Miscellaneous Licenses and Permits | 790.00 |
| Miscellaneous Revenue | 13,711.66 |
| Motor Vehicle Excise – 1988 | 98.75 |
| Motor Vehicle Excise – 1999 | 31.25 |
| Motor Vehicle Excise – 2000 | 31.25 |
| Motor Vehicle Excise – 2001 | 73.75 |
| Motor Vehicle Excise – 2002 | 37.50 |
| Motor Vehicle Excise – 2003 | 124.79 |
| Motor Vehicle Excise – 2004 | 700.63 |
| Motor Vehicle Excise – 2005 | 2,995.94 |
| Motor Vehicle Excise – 2006 | 85,984.67 |
| Motor Vehicle Excise – 2007 | 517,708.27 |
| Municipal Lien Certificates | 5,225.00 |
| Other Permits – Bldg. | 993.00 |
| Other Taxes – Motel Hotel Room Occupancy | 141,029.00 |
| Pandemic Flu Grant | 724.00 |
| Payment In Lieu of Taxes – IDC | 70,533.11 |
| Personal Property – 2006 | 536.73 |
| Personal Property – 2007 | 138,308.57 |
| Peter F. Whitcomb Fund Interest | 1,211.49 |
| Planning Board – Consulting Fees | 8,794.20 |
| Planning Board – Fees | 11,997.50 |
| Planning Board – Sidewalk Fund | 1,000.00 |
| Plumbing Gas Insp. Permits | 7,676.00 |
| Police Career Incentive | 36,624.69 |
| Police Miscellaneous Fees | 1,026.00 |
| Police Permits | 420.15 |
| Police Pistol Permits | 4,129.85 |
| Police Outside Detail – Admin. Fee | 3,633.90 |
| Police Outside Detail FY06 | 10,459.50 |
| Police Outside Detail FY07 | 64,889.00 |
| Public Library Grant | 4,232.20 |
| Public Library Incentive Grant | 1,173.38 |
| Real Estate Taxes – 2002 | 1,179.17 |
| Real Estate Taxes – 2006 | 39,808.45 |

| | |
|---------------------------------------|---------------|
| Real Estate Taxes – 2007 | 13,972,162.42 |
| Real Estate Taxes – Supplemental 2004 | 453.00 |
| Real Estate Taxes – Supplemental 2006 | 16,579.47 |
| Recreation Bocci Court | 2,125.00 |
| Recreation Fees | 26,355.00 |
| Reita L. Bean Fund Interest | 432.35 |
| Roy F. Custance Fund Interest | 71.30 |
| Sale of Cemetery Lots | 2,200.00 |
| Sale of Copies – Bldg. Dept. | 271.50 |
| Sale of Copies – Assessor | 982.80 |
| Sale of Copies – Selectmen | 9.20 |
| Sale of Copies – Town Clerk | 64.84 |
| School Aid CH70 | 1,280,944.00 |
| School Construction CH645 | 374,472.00 |
| School Lunch Sales | 82,832.47 |
| School Meals Tax | 267.25 |
| Siemens Library Fund Interest | 434.18 |
| SPED 94-142 Grant FY07 | 93,500.00 |
| SPED 94-142 Grant FY06 | 49,329.00 |
| SPED Corrective Action Grant | 5,000.00 |
| SPED Early Childhood Grant | 3,759.52 |
| SPED Program Improvement Grant | 7,200.00 |
| Stabilization Interest | 32,811.83 |
| State Owned Land | 2,556.00 |

| | |
|--------------------------------------|---------------|
| State School Lunch Program | 2,638.30 |
| Steele Farm Advisory Committee | 1,721.72 |
| Title 1 Reading Program Grant FY07 | 46,249.00 |
| Title 1 Reading Program Grant FY06 | 20,702.92 |
| Title 11A Teacher Quality Grant FY06 | 5,539.00 |
| Title 11A Teacher Quality Grant FY07 | 10,764.00 |
| Title 11D Enhanced thru Tech | 627.00 |
| Title 1V Safe Drug Free School | 2,156.00 |
| Title V Innovative Program | 369.21 |
| Town Clerk Fees | 3,207.20 |
| Town Hall – Rental Fees | 150.00 |
| Transfer Station Fees FY07 | 31,400.00 |
| Transfer Station Fees FY08 | 27,000.00 |
| Transient Vendors Licenses | 4,620.00 |
| UCCI | 27.17 |
| Valerios Fund Interest | 43.06 |
| Verizon License | 602.00 |
| Verizon PEG Access Grant | 60,000.00 |
| War Memorial Interest | 41.85 |
| ZBA – Gutierrez Consulting | 25,900.00 |
| ZBA – Gutierrez Legal | 10,000.00 |
| ZBA – Omnipoint | 3,500.00 |
| | 19,547,736.28 |

TOWN TREASURER TRUST FUND REPORT

Reita Bean Library Book Fund

This fund was established in memory of the late librarian, Reita I. Bean. The sum of \$10,130.00 was given to the town by her family and friends. The interest earned in FY2007 was \$432.35. There were no expenditures from the fund this year. The balance at fiscal year's end is \$10,939.39.

Henry H. Brooks Library Fund

The sum of \$3,000.00 was left to the town by Mr. Henry F. Brooks. The interest earned on the investment of these funds can be expended for certain Library purposes. The interest earned in FY2007 was \$127.43, and the fund balance at year-end was \$3,224.46.

Cemetery Perpetual Care Fund

The Cemetery Perpetual Care Fund balance at June 30, 2007 was \$59,411.27. Interest earned on the Fund in FY2007 was \$2,324.36. The total non-expendable portion of the Fund is \$36,300.

Conservation Fund

Interest earned on this fund in FY2007 was \$849.80. Expenditures of \$1,400 were made from the fund during the year, leaving a Fund Balance at year-end of \$20,090.11.

Roy F. Custance E.M.T. Fund

The sum of \$3,250.00 was given by family and friends of Roy F. Custance. \$1,000.00 of these funds is non-expendable. Interest earnings are to be used to fund the purchase of a medical book needed for a deserving graduating high school student from Boxborough who will be pursuing a medical career. Excess interest earnings are to accumulate for expenses related to the improving and updating of the ambulance. Interest earned on this fund in FY2007 was \$71.30. No expenditures were made from the fund during the year leaving a fund balance of \$1,804.89.

John R. & Elsie G. Hammond Scholarship Fund

The sum of \$20,000.00 was given to set up this Trust by John & Elsie Hammond. The interest income from said Fund will be used towards an annual award to a resident of Boxborough who is a deserving graduating high school senior. The interest earned on this Fund in FY2007 was \$926.53. The Fund balance is \$23,443.99.

Law Enforcement Trust Fund

This Fund has been in existence since August of 1986. Funds have been added to it over the years through state funding and other sources. The fund is prohibited by law from earning interest. The balance of the Fund is \$1,303.47.

Grace M. Priest Memorial Fund

The sum of \$1,120.27 was left to the town by the family of Grace M. Priest. Donations totaling \$2,000.00 were made to the fund during FY2003. In FY 2007 the family of Grace M. Priest added \$6,573.73 to the fund. Interest earned may be spent equally on cemetery and library expenses. Interest earned in FY2007 was \$227.43. The Fund balance is \$11,204.84 of which \$10,000.00 is non-expendable.

Siemen's Library Fund

The sum of \$10,000.00 was a gift to the Library, and interest earned in FY2007 was \$434.18. Interest may be expended for the purchase of art related books and materials. No expenditures were made from the fund this year. The fund balance at year end was \$10,986.35.

Stabilization Fund

Interest earned on the Stabilization Fund during FY2007 totaled \$32,811.83. The Stabilization Fund balance is \$823,785.92. Expenditures from the Fund require a 2/3 approval of Town Meeting and may not be for wage and salary expenses. Two articles were voted at Town Meeting on May 9, 2005 that will require expenditures totaling \$100,000, Article 13 to replace the Water Cistern at Stonehedge Place for \$40,000 and Article 17 to Install Exploration Wells for \$60,000. At the end of FY2006 only the \$60,000 for the Exploration Wells was spent. The remaining \$40,000 was spent in FY2007.

Elisabeth Oliver Valerio & Manual C. Valerio Fund

The sum of \$1,000.00 was given to the town. Interest earned on the funds may be used to purchase books, and/or musical recordings on the subject of music, art, painting, sculpture, drawing or any closely related subject. Musical recordings shall be those performed by either the Boston Symphony or the Boston Pops Orchestras. Interest earned in FY2007 was \$43.06. No expenditures were made this year. The Fund balance at year end was \$1,089.35.

War Memorial Fund

The sum of \$600.00 was left to the town with the provision that interest income would be used to care for the War Memorial. The interest earned in FY2007 was \$41.85, and the Fund balance is \$1,059.04.

A.Winslow Wetherbee Fund

The sum of \$100.00 was left by Mr. Wetherbee and interest earned may be spent on Library uses. Interest earned in FY2007 was \$4.33. No expenditures were made from the fund this year. The fund balance at year end was \$109.82.

Peter F. Whitcomb Fund

\$5,000.00 was given for Highway uses. Interest in FY2007 totaled \$1,211.49. The Fund balance at the end of the year was \$30,653.78.

Respectfully submitted,
Margaret M. Dennehy
Town Treasurer

FINANCE COMMITTEE

Boxborough's Finance Committee is comprised of nine members appointed by the Moderator for individual three-year terms. We are tasked by town bylaw with the responsibility to consider "all matters of business included within the articles of any warrant for Town Meetings" and "shall after due consideration report thereon in print its recommendation as to each article." We are responsible for initiating and managing the town's budget process. This process of formulating the budget for a fiscal year beginning on July 1 typically begins the previous December, and culminates in the presentation of the Finance Committee recommendation for the operating budget under Article 5 at the Annual Town Meeting (ATM) in May. Finally, the Finance Committee is dedicated to informing the voters of the key financial and operating issues within town government so as to develop informed debate at town meetings and in other forums.

At the end of FY2007 the Finance Committee consisted of Dan Breuer (2008), Tracey Driscoll (2009), Jim Ham (2009), Tom Hanlon (2009), Sue Hardie (2007), Gary Kushner (2008), Kasia Lundy (2007), Dan Maserang (2008) and Keshava Srivastava (2007). There were no changes in the FinCom membership.

The fiscal year 2007 ended on June 30, 2007. Over the course of the year the Finance Committee approved \$100,979 in reserve fund transfers out of an appropriated budget of \$146,000 and an additional \$11,623 appropriated at STM for a total of \$157,623. These reserve fund transfers are proposed by department heads, approved by the appropriate elected officials, and finally either approved or not by the Finance Committee. Reserve fund transfers are used to offset unexpected expenses, accidents, emergencies or other mishaps. Some of the larger reserve fund transfers included legal fees, fire department cistern, mosquito control, historical society building maintenance and interest on long term debt.

Throughout FY07, the Finance Committee engaged in numerous activities that directly or indirectly affect the financial stability of the town. Some of the key events, points of interest, or issues that the Finance Committee was engaged in FY07 are documented below:

- Annual budget for the Town of Boxborough for fiscal year 2007 was approved at a total amount of \$18,522,708 with \$14,259,681 raised by taxation, \$2,021,923 in Cherry Sheet aid and \$2,241,104 in local receipts and free cash. The tax rate was set at \$13.87 per \$1,000 of valuation.
- Presentations at the ATM on the current financial status and near term budget projections.
- Discussion of warrant articles including a generator for the Hager well house, an emergency power generator for Blanchard, athletic field lighting for the ABRS fields, dumpster replacements, capital improvements for the police/fire stations, aerial drop of mosquito larvaecide, and accessory apartments.

The Finance Committee continues to have active liaisons to many boards in town including (but not limited to) the Boxborough School Committee, the AB Regional School Committee, the Library Trustees, the Housing Board, the Planning Board, the DPW, the Fire Department, the Police Department, and the Boxborough Leadership Forum. These liaisons reviewed both the committee budgets and the warrant articles. The Finance Committee also has a permanent seat on the Affordable Housing Trust.

The Finance Committee continues to provide feedback to the various committees in town.

Summary of FY07 Budget – Actual vs. Approved

| Budget Category | FY '07 ATM budget | FY '07 Actual | % Expended |
|----------------------------------|--------------------------|----------------------|-------------------|
| General Government | \$868,501 | \$858,487 | 99% |
| Protection | \$1,949,186 | \$1,881,261 | 97% |
| Blanchard School | \$5,403,712 | \$5,386,139 | 100% |
| A/B Regional School | \$5,473,056 | \$5,473,054 | 100% |
| Minuteman Technical School | \$260,801 | \$260,801 | 100% |
| Public Works | \$805,952 | \$766,802 | 95% |
| Cultural, Recreation, Library | \$290,209 | \$279,994 | 96% |
| Health | \$74,004 | \$79,932 | 108% |
| Reserve Fund | 157,623 | \$100,979 | 64% |
| Debt Service | \$1,372,142 | \$1,372,142 | 100% |
| Employee Benefits* | \$1,630,460 | \$1,531,984 | 94% |
| Total Operating Budget | \$18,285,646 | \$17,991,575 | 98% |
| ATM warrant article within 2 1/2 | \$16,600 | \$16,600 | 100% |
| Snow and Ice Deficit | \$32,175 | \$32,175 | 100% |
| Overlay reserve | \$188,287 | \$188,287 | 100% |
| Total budget | \$18,522,708 | \$18,228,637 | 98% |

* includes town employees and Blanchard Employees

Any shortfall in individual budgets was covered by use of the town's reserve fund (\$100,979).

The actual sources of funds for FY'07 are listed below:

| Revenue Sources for ATM | Revenue |
|--|--------------------|
| Maximum Allowable Tax Levy (Prop. 2 1/2) | \$14,259,681 |
| | |
| State Aid | \$2,021,923 |
| Local Receipts (Excise tax, permits) | \$1,474,600 |
| Overlay Reserve released to fund budget | \$150,000 |
| Other sources of Revenue | \$21,336 |
| Total Revenue Source | \$3,667,859 |
| | |
| Free Cash | \$541,400 |

Pertinent information

- Boxborough's bond rating from Moody's is listed as Aa3
- Median house price was \$551,921
- Town Valuation is \$1,028,095,223
- Revaluation occurred in 2006 with the next Revaluation scheduled for 2009

AIRPORT STUDY COMMITTEE

The Airport Study Committee (ASC) is a five-member committee appointed by the Board of Selectmen (BOS) to monitor Minute Man Air Field (MMAF) projects that may impact the Town of Boxborough. The committee is charged to report its findings to the Board of Selectmen and any other impacted boards or committees within the town.

During the past year, members of the ASC: (1) attended numerous meetings, including BOS, Conservation Commission, and Planning Board, and provided information, as requested, at these meetings; (2) welcomed new BOS liaison Frank Powers; (3) reached out to citizenry to explore and expand expertise on aviation matters; (4) regretfully said good-bye to long-time member Jackie Mayer and welcomed new member Matt Kosakowski; (5) reviewed legislation proposed by MAC for FY 2008; and (6) continued contact with elected state officials.

The ASC has an open position and encourages interested citizens to call any member to discuss our activities and the related time commitment.

Anne Canfield (chairperson)
Mike O'Leary

Bill Litant
Matt Kosakowski

ANIMAL CONTROL OFFICER

I responded to 36 calls during 2007 for the pick-up of animals and birds. These include:

| | | | |
|---------------|---|---------------|---|
| Bird | 3 | Squirrel | 1 |
| Cat | 4 | Raccoon | 3 |
| Opossum | 2 | Fox | 4 |
| Duck | 1 | Skunk | 3 |
| Turtle | 1 | Swarm of Bees | 1 |
| Rabbit | 1 | Bat | 3 |
| Woodchuck | 1 | Geese | 3 |
| Deer | 1 | Coyote | 1 |
| Miscellaneous | 3 | | |

There were also numerous telephone inquiries regarding animals and birds.

Donald C. Morse
Animal Control Officer

ANIMAL INSPECTOR

The annual farm animal count and inspection was conducted in December 2007. Anyone owning farm animals that was not contacted, please call the Boxborough Board of Health.

It is important to have an accurate list of animals each year. In case of a disaster, you would be contacted and assisted in the care of your animals.

| | | | |
|--------|-----|-------------|----|
| Cows | 136 | Swine | 5 |
| Horses | 55 | Llamas | 1 |
| Ponies | 10 | Rabbits | 52 |
| Goats | 17 | Chickens | 39 |
| Sheep | 19 | Guinea hens | 6 |
| Geese | 7 | Pea hens | 3 |
| Ducks | 12 | | |

Donald C. Morse
Animal Inspector

DOG OFFICER

Kennel Licenses:

| | |
|------|---|
| \$25 | 2 |
| \$50 | 1 |
| \$75 | 2 |

Dogs Picked Up:

| | |
|-----------------------|----|
| Belonging in town | 15 |
| Belonging out of town | 4 |
| Returned to owners | 18 |
| Owners not found | 2 |

Lost Dogs:

| | |
|--------------------------|---|
| From town | 6 |
| From out of town | 9 |
| Known found and returned | 3 |

Nuisance Dogs:

| | |
|------------|----|
| Barking | 16 |
| Aggressive | 8 |

Cats:

| | |
|------------------|---|
| Reported missing | 5 |
| Reported stray | 1 |
| Stranded in tree | 1 |
| Hit by car | 3 |

Other Animal Calls:

| | |
|----------------------------|---|
| Parrot missing out of town | 1 |
| Dog left in car | 1 |

FIELD DRIVER

There has been no activity this year since horse owners have been doing a better job fencing in the animals. There is still a need for the field driver since the police need assistance when a horse or other animal does appear on a town road. Looking to the future, I can envision more animals raised in town to supplement the food supply.

As for some historical perspective I was appointed in 1976 and made my first report in 1982:

This is the first report of the field driver in decades. Therefore, you may have forgotten what function this town servant performs. Chapter 24 of the General Laws says that “every field driver

shall take up horses, mules, asses, neat cattle, sheep, goats or swine going at large in the public ways – and not under the care of a keeper.”

Horses on the road have been my main concern since being appointed in 1976. The exception was a pig found by the police in a Codman Hill Road parking lot. This year the main concern has been the cattle. There was a surprise request to deal with a skunk who had fallen into a plastic trash can. To eliminate future calls about similar situations, note the solution: tip the can over with a long stick.

Sixteen phone calls were made to arbitrate problems or to tell owners of their straying animals. Seventy auto miles were required for round-up operations.

Animal-owner responsibility is a must if we are to avoid more occurrences of a near fatality that happened one night between car and horse on Stow Road.

This job does have its moments of humor. Three times the field driver received a call to retrieve his own horse, Khaled.

George C. Krusen, II
Field Driver

BOARD OF REGISTRARS

The Board of Registrars conducted the Annual Census. As of January 1, 2007, the population of Boxborough was 5,403. There were three (3) sessions of Voter Registration held during the year, bringing the total number of registered voters to 3,170. The Board of Registrars met nine (9) times to certify signatures on nomination papers and initiative petitions. In all, 1,993 signatures were certified, with 166 deletions.

OFFICE OF THE TOWN CLERK VITAL STATISTICS

There were forty-six (46) records of birth for the year 2007.

The total number of marriages was fifteen (15).

The total number of deaths recorded was twelve (12).

Total receipts turned in to the treasurer from the town clerk's office: \$13,334.93.

Elizabeth Markiewicz
Town Clerk

BOXBOROUGH INFORMATION TECHNOLOGY COMMITTEE

Board of Selectmen (BoS) voted in December 2007 to expand the role of the Boxborough Information Technology Committee (BITcom) to include responsibility to co-ordinate video cable television franchisee management and Boxborough channel content development and delivery. Thus, BITcom will now advise the Board of Selectmen in all matters related to information technology (IT) and cable

television needs of the town. In the same meeting in December 2007, BoS also accepted BITcom recommendations to adopt a new charter for BITcom that further refined the role and responsibilities of BITcom.

Over the year 2007, BITcom completed many projects that will improve the use of the town's and its residents' IT needs. Specifically, BITcom led the work to implement long-planned Wide Area Network (WAN) to connect all town departments and offices.

The committee currently has seven members. Each member is appointed for three years (the first appointees have staggered terms of 3, 2, and 1 years). Meetings are held twice a month, generally on the first and third Tuesday at 7:30pm. The meeting times and locations are posted in Town Hall and on the town's website and are open to the public. Additional meetings that focus on a specific project or topic are held at other times that are mutually agreeable to the participants in accordance with public meeting regulations. This year, long-term member Dan Tappan resigned his membership. Christopher Russo and Guillermo Chang joined the committee. Committee members thank Dan for his long and valuable membership and welcome Chris and Guillermo.

The committee's focus and activities are primarily driven by the IT and video needs of the town and requests from town departments and other town officials. Regular discussions with Town Hall staff, the BoS, various departments and other town committees help us identify areas of needs.

Current activities for BITcom are focused in three main areas:

1. Boxborough town offices Wide Area Network
2. Evaluation of various current and future needs of IT system, software & services of the town
3. Identify needs of video, cable (PEG channel, video franchise providers and related items)

Within each of these areas, specific topics are pursued and committee members work closely on each of these topics. In each of the areas, the scope of work may entail, but not be limited to, general information gathering, team and consensus building, policy generation, hardware and software review, business partnerships, and communication to other committees/residents.

Significant accomplishments for 2007, outlined in each of the main focus areas, are as follows:

1. Boxborough Town Wide Area Network

Last year, BoS had identified a need to be able to perform live video broadcasts from Blanchard School and Sargent Memorial Library. Based on discussions with BITcom, BoS organized an ad-hoc Wide Area Network (WAN) Advisory Group (WANAG) which consisted of representatives from every department of the town and other interested parties. BITcom worked with WANAG and collected and collated inputs of each department and listed out the existing network infrastructure available. WANAG also recognized additional benefits of WAN to be able to improve operational efficiencies and be able to share network connections. Based on this information, BITcom identified a WAN design that linked all town buildings through a high-speed fiber network. The funding for this WAN project is being provided through Comcast and Verizon video franchise fees. In mid 2007, BITcom worked with the Town Administrator to award contracts to:

- Lay fiber cable infrastructure that connects each of the town buildings
- Design and implement a Wide Area Network using the fiber cable + wireless network at Town Hall

Town Hall wireless network is already operational. Remaining work on these two network contracts is expected to be completed by March 2008. With that work completed, our town will have a Gigabit network interconnecting the town buildings on a single WAN.

2. Various IT system, software & services evaluations

There were various functions and services provided by the committee throughout the year.

- The committee provided its recommendations to the Police department & Town Hall in selecting the right configurations for the server system based on specific user requirements.
- BITcom reviewed the Backup and Disaster Recovery Process implemented at Town Hall and set up a new backup system and processes.
- In addition, committee members continued to provide support to maintain and improve the town website.
- Actively participated with departments to identify budgets and plans for IT (equipment and services) and communication.

3. Address the needs of video & cable needs

As part of its new cable and video responsibilities, BITcom is playing an active role to understand the needs and address the requirements of town's public access channels, closer interactions with current video franchise providers (ComCast and Verizon), etc.

Other ongoing activities include:

- Evaluating potential applications for the town to take advantage of WAN, e.g. data/voice/video sharing services
- Continuing to stay abreast of the technology/business opportunities that could impact IT & Cable services of the town via various state and industry seminars
- Assisting the town in improving its general IT capabilities. The committee continues to assist Town Hall in system maintenance, hardware procurement, general networking issues and web site evolution as evidenced by some of our accomplishments noted above
- Providing representation on other town committees/projects such as the Blanchard Tech Committee and other advisory committees
- Supporting the BoS and the Town Administrator in preparation of a budget for various IT needs and operations for Boxborough including the spending from ComCast and Verizon's cable grants and franchise fees funds
- Conducting various public hearings to resolve Public Right of Way related petitions under Mass Law Ch. 166 Section 22

With the expanded responsibilities of BITcom, including video and cable needs of town and changes resulting from deployment of town WAN, BITcom is looking forward to busy and active year of 2008.

Jay Bhatia, Chair
Boxborough Information Technology Committee

BUILDING DEPARTMENT

Effective January 1, 2008, the 7th edition of the Building Code for One and Two Family Dwellings will be in full force. The 7th edition is based on the 2003 International Residential Code (2003 IRC).

The 7th edition of the Massachusetts State Building code is a two-volume set. It consists of the One- and Two-Family Dwelling Code and the Basic Code (which covers buildings and structures other than One- and Two-Family Dwellings). The Basic Code is scheduled to be released this summer. Code users, remember to check periodically for amendments to the various codes.

Copies are available from the State House Bookstore, the International Code Council and other book retailers.

As a reminder, effective March 31, 2006, every Residential Structure that presently or in the future contains Fossil Fuel Burning Equipment or has enclosed parking shall be equipped, by the owner, landlord or superintendent, with working and Listed Carbon Monoxide Alarm Protection. This applies to both new and existing dwellings. For information, please call this office (978-263-1116), visit the Town of Boxborough website (www.town.boxborough.ma.us) or the Fire Marshal's website (www.mass.gov/dfs/osfm/fireprevention/cmr/527031.pdf).

Also...

- Check and change your smoke detector/carbon monoxide detector batteries every 6 months.
- If you are not sure whether a project requires a permit, it probably does. A quick call to this office is all it takes to make sure.

Always check credentials. A contractor is required to have insurance and in most cases a contractor should have both a Construction Supervisors license and a Home Improvement License.

The Seventh Edition Code establishes some new construction license categories which are planned to be implemented July 1, 2008. New license categories include:

- Residential Roof Covering
- Residential Window and Siding
- Residential Demolition Only and
- Residential Solid Fuel Burning Appliance Installation

I would like to thank all of the dedicated Town of Boxborough employees and boards, the residents and the contractors working in the town for their assistance in the successful operation of the Building Department.

The Building Department respectfully submits its Annual Report for the year-ending December 31, 2007.

John F. Field
Inspector of Buildings/Code Enforcement Officer

Building Permits Issued - 2007

New Construction:

| | |
|---------------------------|---|
| Residential/Single Family | 2 |
| Commercial | 1 |
| Pools | 2 |
| Foundation only | 0 |

Miscellaneous

| | |
|----------------------|---|
| Signs | 4 |
| Temporary Structures | 9 |
| Woodstove | 3 |
| Utilities | 3 |

Additions/Alterations:

| | |
|----------------------|----|
| Residential | 77 |
| Business | 12 |
| Demolition | 2 |
| Accessory Apartments | 2 |

Total Permits: 117

Stop Work Orders: 2

Building Fees Collected:

| | |
|--------------------|-----------|
| Permit Fees | \$ 39,286 |
| Certification Fees | 358 |
| Fines | 0 |

Total Fees: \$ 39,644

Electrical Permits Issued - 2007

| | |
|----------------------|-----------|
| Total permits issued | 119 |
| Total fees collected | \$ 10,345 |

Plumbing/Gas Permits Issued - 2007

| | |
|----------------------|----------|
| Total permits issued | 97 |
| Total fees collected | \$ 7,475 |

BOXBOROUGH FIRE DEPARTMENT

I am pleased to submit the following report for calendar year 2007. The Fire Department witnessed a 22 per cent increase in activity. During the year, the Department responded to a total of 1971 calls for service, 474 of which were medical emergencies. A partial breakdown of these calls by incident type follows at the end of this report.

There was a change in full-time personnel during the year. FF/EMT Robert DaCosta resigned to take a full-time position with the Maynard Fire Department; he will continue to remain with our Department as a Per-Diem Employee. FF/EMT Jonathan Williams, who is now a Boxborough resident, was appointed in late May to fill the vacancy.

The Call/Per-Diem division of the Department did not experience the dynamic changes of last year. The policy of trying to hire personnel who live in closer proximity to Boxborough is appearing to begin to come to fruition. Call back response is on the increase, and the attempt to localize the Department will continue.

The Fire Station continues to hold up well with only minor maintenance work required. Work is continuing on energy system upgrades and minor remodeling of the interior using the funds voted at the 2007 Annual Town Meeting.

A great deal of Department equipment has been upgraded during the year. New ventilation fans, PASS devices, ice/water rescue suits and the balance of gear lockers needed to house everyone's gear were purchased. All of the self-contained breathing apparatus as well as the Breathing Air Compressor were certified with some minor repairs and parts replacement involved.

The Department's motor apparatus continues to function well for the most part. The 30 year old tanker (T67) is very near the end of its useful life and needs to be replaced. The 24 year old hose wagon (HW65) is mechanically in museum quality condition but desperately needs its body, compartments, and pump panel refurbished.

The Department continues its training program, keeping members up to date on the latest techniques and equipment for both Fire and Emergency Medical Services. Members are kept current with EMT, CPR, and First Responder certifications as well as undergoing regular training in the areas of apparatus driving, pump operations, motor vehicle extrication and seasonal emergencies such water rescue, ice rescue and emergency evacuation procedures, to mention a few. Training also continues through Public Education and the SAFE Program (Student Awareness of Fire Education) for the Blanchard School, Acton-Boxborough Schools and a new emerging program for Boxborough's senior citizens. NIMS (National Incident Management System) training that is a Homeland Security requirement was completed to prescribed levels for Department members as well as key town employees, elected officials, school and volunteer personnel.

The Department was again busy with Fire Prevention and Inspections. 128 permits were issued for items such as Smoke and CO Detectors, Fire Alarms, Blasting, Oil Burners, and Automatic Sprinkler Systems. 236 inspections were performed for items ranging from code compliance to occupancy. The Municipal Fire Alarm System continues to grow with the addition of 2 new radio boxes bringing the total number of boxes online to 40. This system is a great aid to the Department because it allows for early detection as well as transmitting a location of the activation at the reporting facility. During the open burning season that ran from January 15 to May 1, 236 burning permits were issued to residents. This program was very successful and residents are to be commended for keeping these fires under control.

During changing times, when it becomes increasingly difficult to find dedicated volunteers and personnel, the members of the Boxborough Fire Department continue to display a level of dedication and professionalism that is second to none. Without these members, the Department would not be what it is today. I would like to personally thank the Department, elected officials, the other department heads, school officials and staff, town committee members, volunteers, and all the other town employees and residents for their support and cooperation during the past year making my job as Fire Chief easy and enjoyable.

In closing, I would like to remind Boxborough Residents of two important points:

First, Massachusetts General Law Chapter 148 section 26F and section 26½ require smoke detectors and carbon monoxide detectors in all residences in the Commonwealth. **These detectors save lives if they are maintained, tested and kept in good working order.** The Department urges all residents to **change the batteries, if required, in their Carbon Monoxide and Smoke Detectors twice a year and to test these devices regularly. THIS CANNOT BE STRESSED ENOUGH! THESE DEVICES SAVE LIVES!**

Secondly, the Boxborough Fire Department does not solicit any donations by telephone or the internet, nor are we connected with any organization using telephone or internet solicitation. Any Boxborough Resident who has been solicited or has any questions or concerns should contact the Fire Department business phone line at 978-263-7546.

Respectfully Submitted,
Geoffrey B. Neagle
Fire Chief

Fire Department Statistics

| | | | |
|---------------------------------|-----|------------------------------------|--------|
| Aircraft Incident | 2 | Medical Assist | 225 |
| Alarm Box Maintenance | 631 | Medical Emergency | 474 |
| Alarm Investigation | 137 | Motor Vehicle Accident | 63 |
| Detail / Fire Watch | 7 | Mutual Aid - Ambulance | 95 |
| Fire - Brush | 8 | Mutual Aid - Fire Apparatus | 11 |
| Fire - Vehicle | 7 | Outside Smoke Investigation | 3 |
| Fire - Chimney | 0 | Public Education | 57 |
| Fire - Other | 5 | Special Service - Suspicious Item | 1 |
| Fire - Structure | 11 | Special Service - Other Assistance | 38 |
| Hazardous Materials Incident | 1 | Special Service - Lockout | 6 |
| Inspection | 236 | Special Service - Water problem | 4 |
| Investigation - Carbon Monoxide | 6 | Special Station Coverage | 2 |
| Investigation - Electrical | 4 | Training | 17 |
| Investigation - Natural Gas | 1 | Water Rescue | 0 |
| Investigation - Odor | 6 | | |
| Investigation - Other | 8 | Total Responses | 1, 971 |

POLICE DEPARTMENT

It gives me great pleasure to submit the 2007 annual report for the Boxborough Police Department.

Throughout 2007, Boxborough police officers strived to provide the highest quality of service to the citizens of this community, strongly relying on the principals and philosophy of community policing. In partnering with the citizens of Boxborough, and working closely with all town departments, we have been successful in keeping our town safe, and preserving the high quality of life we enjoy here in Boxborough.

Our mission, and primary goals, continue to be the protection of life and property, the detection and reduction of criminal activity, effective traffic enforcement (to protect our streets and neighborhoods), and a quick response to all emergency situations. Although Boxborough police officers seem to continue to have a reputation for aggressive traffic enforcement, our primary focus remains solely, the safety of our citizens and the visitors on the roadways of our town. I have continued to encourage officers to issue verbal and written warnings in an effort to educate drivers on the dangers of unsafe operation. During this past year, Boxborough police officers made a total of 2,704 motor vehicle stops. As a result of these stops, the vast majority (77.5%) of violators were given either a verbal warning (1,892) or a written warning (206), as opposed to being issued a civil infraction (328) whereas a fine would have been imposed.

A positive result of aggressive traffic enforcement (in addition to keeping our roadways safe) is the discovery of criminal activity during these traffic stops. During 2007, traffic stops directly resulted in 60 arrests, and 147 individuals being summoned to court. A significant number of these arrests involved taking drunk drivers off the street (27), and or involved in drug related activity (15). Without a doubt, the efforts of our officers have saved lives, and helped assure that our community remains a pleasant and safe place to live.

In 2007, we again received a grant from the Commonwealth of Massachusetts, Executive Office of Public Safety in the amount of \$11,299 for the continuation of our Community Policing programs and activities. The “Community Policing” philosophy continues to be the standard for the vast numbers of police departments (large and small) around the country, and has been instrumental in advancing the concept of partnering with the citizens of the community to identify problems, as well as to solve and prevent crime. These grant funds allow us to provide programs, activities, and operational services without a direct cost to the taxpayers. Without these funds (especially in times of shrinking budgets) we would not be able to offer these services. Some of the specific programs/activities we have been able to offer, include additional/supplemental police patrols (particularly for special town events and celebrations), motorcycle patrols, child safety seat events, senior citizen events, youth educational programs and materials, as well as specialized training for command and patrol staff. As we’ve done in the past, we utilized some of these funds to provide additional police patrols for specific times of the year (special times/events) such a graduation time, prom time, Memorial Day, Fifer’s Day, Halloween night, and Labor Day – Thanksgiving Day weekends, to name a few. We also participated in specialized “enforcement periods” and events periodically during the year, sponsored by the Governor’s Highway Safety Council, targeting such things as the use of seat belts, and the detection of drunk or impaired drivers.

In June of this year, Boxborough received a major upgrade to our Emergency 911 capabilities. This State-funded upgrade consisted of the addition of a GPS system which gave us the capability of receiving 911 calls for emergencies from cell phones – assuring these calls come to our station (as opposed to being received by the Massachusetts State Police), and giving us the ability, if necessary, to track the location of the caller. We also received a 911 grant in the amount of \$5,000 to train all of our police and dispatch personnel in the use of this new equipment.

We continue to strengthen our ability to work effectively with other law enforcement agencies (federal, state, and local) to be as prepared as possible to address, and react if necessary, to large scale disasters, acts of terrorism, or any large scale emergency which might affect the Town of Boxborough. We have continued to work closely with all departments within town, so we can make the most of resources, and continue to actively pursue new and innovative ideas in efforts to provide the best possible service at a minimum cost. To this end, all town emergency departments (and numerous mutual aid towns) took part in an “Emergency Preparedness” drill in conjunction with Cisco Systems in May of 2007.

Statistically, 2007 has shown mixed numbers, with a decline in some areas and increase in others. Overall, Boxborough police officers made significantly fewer arrests for the year, but showed an increase in the number of individuals summoned to court. The department did show a significant increase in some areas, such as general disturbances, follow-up investigations, missing persons, sex offenses, assaults, and significant increases in both motor vehicle accidents involving property damage and those that resulted personal injuries.

Boxborough Police responded to, and assisted with the emergency landing of a small plane on Interstate 495 in July of 2007, and in August, Officer Ben Lavine (as a result of a lengthy investigation) traveled to New York with officers of the Middlesex County Sheriff’s Office, to arrest, and return a child sexual suspect to Massachusetts.

On a daily basis, our Public Safety Dispatch provides the vital link between the citizens of the community and all of our emergency personnel on the street. The center operates 24 hours per day/ 7 days per week/ 365 days of the year. Aside from dispatching emergency personnel to calls for assistance, our public safety dispatchers provide courteous personal service to citizens when they stop at the police station, whether they are simply asking for directions, requesting reports or information, renewing firearms permits, or reporting criminal activity. The center received 10,180 calls for service during 2007, ranging from the most serious emergency calls, to the more routine. Our Public Safety Dispatch Center is currently made up of four (4) full time dispatchers and two (2) part time dispatchers. I strongly believe that our dispatch center continues to provide a tremendous service to the citizens of this community and have certainly shown themselves to be highly trained, courteous, and professional individuals who are dedicated to serving the citizens of Boxborough. Again this year, I wish to offer my sincere thanks to these men and women who constantly maintain our lifeline and keep us safe.

In closing, I would like to offer my sincere appreciation to all of the members of the Boxborough Police Department for their dedicated service to this community, and for putting their lives on the line for us on a daily basis. Their dedication to duty, professionalism, and their ability to work as a team toward a common goal, continues to make my job easy. I feel proud to work along side all of these outstanding officers. I would like to extend a personal thanks to Sergeant Stephen Trefry and Sergeant Warren Ryder, for their leadership, dedication, and support in the daily operation of the Police Department, as well as Police Department Secretary, Andrea Veros for her professional and outstanding administrative support. Last but not least, I would like to sincerely thank the members of the Boxborough Fire Department and the Boxborough Highway Department, as well as the many other town departments that have helped us meet our goals and successfully provide quality service for all our citizens.

Respectfully Submitted,
Richard G. Vance, Jr., Chief of Police

Boxborough Police Department *Selected* Incidents

| | <u>2002</u> | <u>2003</u> | <u>2004</u> | <u>2005</u> | <u>2006</u> | <u>2007</u> |
|-------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| 911 Hang-ups | 182 | 211 | 136 | 120 | 131 | 101 |
| Animal Complaints | 125 | 147 | 92 | 81 | 123 | 117 |
| Annoying Phone Calls | 6 | 17 | 13 | 12 | 7 | 5 |
| Arrests | 236 | 149 | 215 | 124 | 292 | 149 |
| Attempted Suicide | 7 | 10 | 13 | 1 | 8 | 5 |
| Assist Citizens | 336 | 575 | 955 | 1702 | 863 | 487 |
| Aggravated Assaults | 13 | 7 | 11 | 11 | 3 | 2 |
| Bomb Threats/Scare | 1 | 0 | 0 | 0 | 1 | 0 |
| Breaking & Entering | 14 | 4 | 26 | 21 | 12 | 14 |
| Burglar Alarms | 198 | 188 | 199 | 211 | 244 | 142 |
| ByLaw Violation | 76 | 49 | 25 | 25 | 67 | 39 |
| Complaints (traffic problems) | 205 | 253 | 283 | 436 | 294 | 300 |

Boxborough Police Department *Selected* Incidents, Cont.

| | <u>2002</u> | <u>2003</u> | <u>2004</u> | <u>2005</u> | <u>2006</u> | <u>2007</u> |
|--------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Disturbances - General | 62 | 54 | 61 | 67 | 37 | 61 |
| Disturbance - Domestic | 45 | 34 | 24 | 47 | 19 | 22 |
| Follow-up investigation | 8 | 5 | 7 | 10 | 7 | 60 |
| Kidnapping | 0 | 0 | 0 | 3 | 1 | 0 |
| Larcenies | 40 | 61 | 47 | 52 | 35 | 31 |
| Liquor Law Violations | 3 | 7 | 26 | 4 | 3 | 1 |
| M.V. Accidents w/Injury | 41 | 41 | 54 | 52 | 49 | 61 |
| M.V. A. /Property damage | 59 | 71 | 90 | 78 | 58 | 80 |
| M.V. Theft | 4 | 1 | 4 | 3 | 2 | 2 |
| Missing Persons | 9 | 24 | 8 | 13 | 7 | 12 |
| Noise Complaints | 43 | 70 | 45 | 48 | 64 | 42 |
| Protective Custody | 2 | 5 | 5 | 5 | 12 | 11 |
| Rape | 1 | 0 | 2 | 1 | 1 | 1 |
| Recovered Stolen M.V. | 4 | 0 | 1 | 1 | 0 | 0 |
| Robbery | 4 | 1 | 0 | 3 | 0 | 1 |
| Sex Offenses | 2 | 2 | 3 | 3 | 2 | 5 |
| Shoplifting | 2 | 2 | 2 | 5 | 1 | 11 |
| Summoned to Court | 278 | 186 | 181 | 192 | 149 | 156 |
| Suspicious Activity | 532 | 468 | 537 | 381 | 491 | 462 |
| Vandalism | 51 | 40 | 30 | 24 | 40 | 28 |
| Simple Assaults | 9 | 4 | 10 | 8 | 2 | 4 |

2007 Case Activity Statistics

| | |
|---|-----|
| Total Offenses Committed: | 991 |
| Total Felonies: | 114 |
| Total Crime Related Incidents: | 190 |
| Total Non Crime Related Incidents: | 100 |
| Total Arrests (On View): | 149 |
| Total Arrests (Based on Incident/Warrants): | 21 |
| Total Summons: | 186 |
| Total Arrests: | 356 |
| Total P/C's: | 11 |
| Total Juvenile Arrests: | 12 |
| Total Open Warrants: | 3 |
| Total Restraint Orders: | 15 |

2006 Case Activity Statistics

| | |
|---|-----|
| Total Offenses Committed: | 750 |
| Total Felonies: | 106 |
| Total Crime Related Incidents: | 119 |
| Total Non Crime Related Incidents: | 93 |
| Total Arrests (On View): | 127 |
| Total Arrests (Based on Incident/Warrants): | 16 |
| Total Summons: | 149 |
| Total Arrests: | 292 |
| Total P/C's: | 12 |

Total Juvenile Arrests: 10
Total Open Warrants: 2
Total Restraint Orders: 17

2005 Case Activity Statistics

Total Offenses Committed: 734
Total Felonies: 88
Total Crime Related Incidents: 275
Total Non Crime Related Incidents: 102
Total Arrests (On View): 102
Total Arrests (Based on Incident/Warrants): 22
Total Arrests: 124
Total P/C's: 5
Total Juvenile Arrests: 4
Total Juveniles Referred (Arrests): 4
Total Restraint Orders: 18

| | <u>2003</u> | <u>2004</u> | <u>2005</u> | <u>2006</u> | <u>2007</u> |
|----------------------------|-------------|-------------|-------------|-------------|-------------|
| Motor Vehicle Stops | 3006 | 3046 | 2221 | 2719 | 2704 |
| - Verbal Warnings | 1911 | 1915 | 1530 | 1793 | 1892 |
| - Written Warnings | 217 | 191 | 78 | 318 | 206 |
| - Citations Issued | 462 | 475 | 247 | 297 | 328 |
| - Summoned to Court | 62 | 67 | 125 | 115 | 147 |
| - Arrested | 97 | 143 | 77 | 87 | 60 |
| - Other Action | 257 | 255 | 164 | 109 | 71 |
| Average OVER Speed | 18mph | 17mph | 18mph | 18mph | 18mph |

BOXBOROUGH DISPATCH

Call Statistics and Trend Report:

| | | | |
|------|-----------------|------|--|
| | Walk In Service | 2005 | 3,753 |
| 2007 | 1,007 | 2004 | 3,445 |
| 2006 | 1,223 | 2003 | 2,710 |
| 2005 | 1,191 | | |
| 2004 | 1,281 | | |
| 2003 | 1,195 | | |
| | | | Calls from Radio/ Alarm Box and Other Sources |
| | | 2007 | 6,310 |
| | 911 Calls | 2006 | 8,279 |
| | | 2005 | 7,342 |
| 2007 | 382 | 2004 | 10,029 |
| 2006 | 432 | 2003 | 8,975 |
| 2005 | 393 | | |
| 2004 | 374 | | |
| 2003 | 530 | | |
| | | | TOTAL CALLS |
| | | 2007 | 10,180 |
| | | 2006 | 13,803 |
| | Telephone Calls | 2005 | 12,679 |
| 2007 | 2,481 | 2004 | 15,129 |
| 2006 | 3,869 | 2003 | 13,410 |

BOXBOROUGH CONSTABLES

The following activities were handled during 2007 by your Town Constables:

- 1 Annual Town Meeting Notice was posted.
- 1 Summary Process was served.
- 3 New Bylaws were posted.
- 1 Capias was served.
- 1 State Election Warrant was posted.
- 2 Demand Notices were served.

In addition each of your Constables worked as Election Wardens.

Respectfully submitted,
David L. Birt and Richard Golden, Constables

BOXBOROUGH CONSERVATION COMMISSION

The major responsibility of the Conservation Commission is to manage the town's natural resources and enforce the state Wetlands Protection Act and town of Boxborough Wetlands Protection Bylaw. Under these two pieces of legislation the Commission is given the responsibility of protecting certain specific 'interests' within wetlands and land adjacent to wetlands. The 'interests' to be protected under the state and/or local laws include the following: public and private water supplies, groundwater supplies, flood control, storm damage prevention, groundwater pollution, shellfish, fisheries and wildlife habitat. The combination of these two regulatory duties consumes about 80% of the Commission's time.

A landowner or developer is required to file a formal Notice of Intent (NOI) prior to doing any work within a wetland. During calendar 2007, the Commission reviewed 9 Notices of Intent. With the current economy the Commission is reviewing very few requests for Commercial or Business development. In contrast single-family house lots in residentially zoned land are worth \$200,000 to \$300,000. Because of this high value of building lots, many landowners and developers are trying to develop parcels that contain wetlands or ledge. Permits associated with single-family houses and 40B multi-unit projects are an increasing percentage of the Commission workload.

Each of the permits listed below requires public hearings, deliberations and site walks. The table also lists the number of requests for Certificates of Compliance (COC) and extensions for permits.

| <u>Year</u> | <u>NOI</u> | <u>RAD</u> | <u>COC</u> | <u>Extensions</u> |
|-------------|------------|------------|------------|-------------------|
| 2004 | 10 | 5 | 6 | 6 |
| 2005 | 9 | 5 | 6 | 6 |
| 2006 | 16 | 1 | 18 | 4 |
| 2007 | 9 | | 3 | |

These fees, forms, and instructional documents are now on the town website.

During the past year the Conservation Commission, Land Stewardship Committee (LanSCom) and Boxborough Conservation Trust continued to make major improvements on the following conservation lands:

Beaver Brook - Steele Farm
Flagg Hill

Fort Pond Brook
Half Moon Meadow
Have Not Pond
Patch Hill - Carriage Road
Rolling Meadows
Wolf Swamp

Liz Markiewicz has done an excellent job leading the LanSCom and their trail maintenance efforts. Signs are on these parcels identifying access points. Trails have been cleared and marked. Maps have been made showing the trail locations. These maps are available on the town website and at the Town Hall. Efforts have been started to control non-native invasive plants such as oriental bittersweet and multiflora rose. Based on the feedback from residents, the trails are getting a lot of use and enjoyment.

There are a number of other people in town whose help make our work easier. We would like to thank Ken March and the Highway Crew for their assistance on land and trail maintenance, the Building Inspector for help with enforcement and the staff at Town Hall. A special thank you should go to Mary Nadwairski, for all her help in keeping us organized and for interacting so positively with the public and other boards.

Residents who are not able to devote time to conservation endeavors may be interested in making a donation to the Conservation Trust to aid in protecting open spaces.

The Commission meets on a regular basis on the 1st and 3rd Wednesday of each month and we welcome the public. If you would like to find out more about assisting the Commission as a Commission member, as an associate member, or as a land steward, please call any member or Mary Nadwairski (ext. 111) at Town Hall.

Respectfully Submitted,
Charlene Golden, Chair

ZONING BOARD OF APPEALS

In Boxborough, the Zoning Board of Appeals (ZBA) is a five-member board with provision for two alternates. The Board of Selectmen appoints members to three-year staggered terms. During the past year, the following members continued to serve on the board: Christian Habersaat, Chairman (2009), Thomas Gorman, Clerk (2010), Karim Raad (2008), Michael Toups (2008) and Lonnie Weil (2008). Additionally, Clifford Stockley (2008) and Karen Warner (2008) were appointed as Alternate members of the Board.

The ZBA is a quasi-judicial body established by the Commonwealth of Massachusetts under the Zoning Enabling Act, Massachusetts General Laws, Chapter 40A, Section 12, and Section 9100 of the Boxborough Zoning Bylaw. The ZBA has and exercises all of the powers granted to it by G.L. c. 40A, c. 40B, and c. 41 of the Massachusetts General Laws, and by the Zoning Bylaw.

The ZBA's primary powers include hearing and deciding applications for special permits in accordance with the provisions of Section 9200 of the Zoning Bylaw; to hear and decide appeals or petitions for variances from the terms of the Zoning Bylaw pursuant to G.L. c. 40A, s. 10; to hear and decide appeals from decisions of the Inspector of Buildings; and to hear and decide applications for comprehensive permits for the construction of low or moderate income housing by a public agency or limited dividend or

non-profit corporation, as authorized under G.L. c. 40B. Public hearings are held for each application for a special permit, variance or other form of appeal.

Enforcement of the Zoning Bylaw as provided for in the Zoning Bylaw is the duty of the Building Inspector / Code Enforcement Officer. The Board of Selectmen appoints the Building Inspector / Code Enforcement Officer and any of his decisions may be appealed to the Zoning Board of Appeals as provided for in Massachusetts General Laws, Chapter 40A, within 30 days after that decision.

The ZBA continues to devote a significant part of its time to applications and issues relating to M.G.L. Chapter 40B Comprehensive Permits for affordable housing. The ZBA is currently hearing the 40B applications of Codman Hill Development LLC seeking the construction of 4 3-bedroom units on Codman Hill Road and the Gutierrez Company for a residential community consisting of 228 units of rental housing and 16 homeownership units on Cunningham Road.

The ZBA generally holds regular meetings on the first and third Tuesday evenings of the month at the Town Hall. Additional meetings are planned and posted as needed. During 2007, sixteen (16) applications were considered by the ZBA. They included nine (9) applications for special permits, three (3) applications or requests to amend previous decisions, and two (2) appeals of the Building Inspector's decisions, and the two (2) previously mentioned 40B comprehensive special permits.

The ZBA continues to receive applications and has an active schedule of public hearings. We encourage the community to check the town web site for details about these meetings and hearings and call the Town Hall (ext.111) with any questions.

Respectfully Submitted,
Christian Habersaat, Chair

BOXBOROUGH HOUSING BOARD

The Boxborough Housing Board (BHB) was created in accordance with a bylaw passed unanimously at Special Town Meeting October 30, 2000, upon the recommendation and final report delivered by the Affordable Housing Study Committee. Currently, its members are Diane Friedman, Jeff Handler, Joan Meyer, Al Murphy, Ron Vogel, and Channing Wagg.

Condominium Exchange Program

In the past year, the development of a second phase of the Condominium Exchange Program (CEP) continued. A comparable program initiated by Acton was studied, and the appropriate framework, a Local Action Project, was identified. DHCD approval was secured for the sale of a tax-title condominium as a Local Action Unit, and the Sudbury Housing Trust was subcontracted to assist in the effort. However, the BHB decided to defer any new phase of the CEP because of concerns about the viability of the CEP in the current real estate market. The prices of market-rate units are currently approaching typical prices of affordable units, making the resale of exchanged condos problematic.

Comprehensive Permit (40B) Affordable Housing

Boxborough Meadows

Boxborough Meadows is a 48-unit condominium complex containing 12 affordable units that was completed in 2004. The BHB continues its role as the Monitoring Agent. Included in this responsibility are oversight for the resale and refinancing of affordable units. During the past year, the BHB managed the resale of an affordable unit at 71 Joyce Lane.

Summerfields

Summerfields Condominiums is a 24-unit, age-restricted complex located on Summer Road in Boxborough. Six of the units are affordable. The BHB continues its role as the Monitoring Agent. During the past year, legal action was initiated against an affordable-unit owner for fraudulently obtaining the unit. A satisfactory verbal agreement has been reached, but a formal agreement has not been signed.

Whitcomb Ridge

Although the ZBA issued a Comprehensive Permit, MassHousing did not approve the permit because it objected to the independent monitoring role of the BHB as specified by the Permit. This matter was not resolved during 2007.

Cunningham Road Residences

This large complex will enable Boxborough to surpass both the Chapter 40B unit-count and land-use thresholds, and comprehensive permit hearings are underway. The BHB recommended that the rental cost of six of the affordable units be affordable to households with incomes of 50% of the adjusted median income for this area, and the viability of this proposal is currently being examined.

Open Space Affordable Housing

The BHB continued to explore a town-sponsored affordable housing complex as a use of its settlement monies. However, it was decided to wait until the housing market recovers before initiating any such effort.

Town Support

Colleen Whitcomb has assisted the BHB on a part time basis during the past year. Her help has been absolutely invaluable. In addition, the Boxborough Housing Board is grateful for the help and support of Town Hall staff, particularly Town Administrator Selina Shaw and Town Planner Elizabeth Hughes. The guidance of Selectman Les Fox continues and is much appreciated.

Al Murphy

For the Boxborough Housing Board

PLANNING BOARD

The Planning Board is a five member elected board with one appointed Associate member, each with a term length of three years. The current board membership and their term expiration dates are as follows:

| | |
|-------------------------|------|
| Owen Neville | 2009 |
| John Markiewicz | 2010 |
| Jennie Rawski, Clerk | 2008 |
| Karen Metheny, Chairman | 2008 |
| Clifford Stockley | 2010 |
| David Kembel, Associate | 2009 |

Annual Town Meeting, May 2007

At the Annual Town Meeting, the Planning Board presented three zoning bylaw amendments and one general bylaw amendment that were all passed by Town Meeting. The zoning bylaw amendments included a new accessory apartment special permit, a new sign bylaw exemption to allow agricultural signs, and an amendment to the Site Plan Approval bylaw to delete procedural items that are covered in the Board's Site Plan Rules & Regulations. The general bylaw amendment was to delete procedural

items from the Earth Removal bylaw that are covered in the Earth Removal Rules & Regulations. Additionally, the Board supported the passage of a new GIS Assessor Map Revolving Fund which would obtain funds from the creation of new lots. These funds would be set aside for annual updates to the Assessor Maps.

Over the past year, the Town Planner continued to work on older subdivision roadways that were never accepted by Town Meeting as public ways, even though the town has for years sanded, plowed and done minor maintenance on the roads. The Planner also continued to work toward the acceptance of roads in the Reed Farm subdivision and Joseph Road and Emanuel Drive.

Master Plan Implementation

In April, the Planning Board, with the help of the Town Planner, filed a Transportation Enhancement Application for the construction of the Route 111 Trail. The application was not selected due to issues and concerns raised by MassHighway. The Board and the Town Planner spent the remainder of the year working with MassHighway on addressing their issues with no resolution by the end of the year.

The Board met with the Finance Committee in December to discuss a proposed warrant article at Annual Town Meeting for the allocation of funds for the development of construction drawings for the next phase of the Route 111 Trail from the Sargent Memorial Library to Liberty Square Road.

Development Review

The Planning Board reviews all subdivisions for conformance with the State Subdivision Control Law and the Rules and Regulations Governing the Subdivision of Land in Boxborough. Additionally, the Board is the permit granting authority for site plan review, Private/Common Driveways, Open Space Commercial Developments (OSCD), Accessory Apartment Special Permits and Access Through the Commercial Districts to the Residential District. Additionally, the Board makes recommendations to the Board of Appeals on proposed Comprehensive Permit residential developments. The Planning Board reviewed the following development plans in 2007:

- Cricket Hollow Definitive Plan off Flagg Hill Road; the Board approved a subdivision for the creation of new roadway and 16 house lots.
- Habitech, Inc., Three Common Driveway Special Permits off Burroughs Road; the Board approved three common driveway Special Permits that will serve a total of six lots.
- Hill Road Senior Housing Special Permit & Site Plan Major Amendment off Hill Road; the Board approved a Special Permit and Site Plan Major Amendment to allow the construction of four additional units.
- Berry Accessory Apartment Special Permit, 171 Summer Road; the Board approved a permit for the creation of an accessory apartment in a detached building.
- Pierce Accessory Apartment Special Permit, 201 Sargent Road; the Board approved a permit for the creation of an accessory apartment within the existing dwelling.
- Veley Accessory Apartment Special Permit, 1055 Depot Road; the Board approved a permit for the creation of an accessory apartment within the existing dwelling.
- Stonewall Estates Comprehensive Permit off Codman Hill Road; the Board reviewed the proposed revised development and provided comments and recommendations to the Board of Appeals.
- Gutierrez Company Comprehensive Permit off Cunningham Road; the Board reviewed the proposed development and provided comments and recommendations to the Board of Appeals.

Subdivision Road Inspections

The Planning Board coordinates subdivision road inspections to ensure that construction is in accordance with the approved plans and the Subdivision Rules and Regulations. The Planning Board coordinated inspections of Hughes Lane, Butler Way, Sara's Way, Hill Road Senior Housing Development, Joseph Road, and Emanuel Drive. The Board met with the Hughes Lane developers to discuss the pavement condition of the road and various deficiencies that the Board determined needed to be corrected. The Board and the developers agreed to a solution to correct the deficiencies so that the road could eventually be brought forth to Town Meeting for road acceptance with a favorable recommendation from the Board.

Approval Not Required Plan

A division of land that has frontage on an existing town way or on a subdivision road that has been constructed or bonded may be submitted to the Planning Board for Approval Not Required (ANR) endorsement. The following ANR plans were endorsed in 2007:

- Moore ANR Plan; 871 Massachusetts Ave., to allow the creation of an additional lot.
- White ANR Plan; 984 Massachusetts Ave.; to allow the reconfiguration of three lots.

Commercial Project Review

The Planning Board reviewed the following commercial/non-residential developments in 2007:

- Sargent Memorial Library, 427 Mass. Ave.; the Board approved a minor modification to the approved Site Plan to allow the deletion of a stone dust path from the parking lot to the driveway sidewalk.
- United Congregational Church Site Plan; the Board requested that the Building Inspector contact the Church regarding various items of the approved Site Plan that had not been completed.
- Bright Horizons Day Care, 20 Codman Hill Road; the Board approved a minor modification to the approved Site Plan to allow changes to the landscaping, dumpster enclosure, exterior lighting, and detached water treatment building.
- Interactive Data Corporation Site Plan, 60 Codman Hill Road; the Board approved a site plan to allow the construction of three exterior generators, removal of parking spaces, installation of exterior chiller and cooling equipment and the relocation of existing trees.
- Intertek Site Plan Modification, 70 Codman Hill Road; the Board approved a minor modification to the approved site plan to allow a reduction in the size of a proposed accessory building and other site modifications.
- MLT Realty Trust Site Plan, 807 Massachusetts Ave.; the Board began reviewing an application for an expansion of use and other site modifications.
- 90 Central Street Minor Site Plan Amendment; the Board approved a minor amendment to allow the relocation of 10 parking spaces within the existing parking lot to accommodate a new wireless tower.
- Omnipoint Cellular Tower Modification, 90 Central Street; the Board reviewed a proposed modification to allow the relocation of an approved tower and provided comments and recommendations to the Board of Appeals.
- GeoComp Freestanding Sign; the Board reviewed the proposed freestanding sign and provided comments and recommendations to the Board of Appeals.

Scenic Road Plans

In Boxborough, any removal/modification of stone walls or removal of public shade trees along designated scenic roads requires approval from the Planning Board under the Scenic Road Bylaw. In 2007, the Planning Board issued scenic road approval to:

- Heath Hen Meadow Parking off Burroughs Road; the Board approved a Permit to allow the creation of three parking spaces at the trailhead entrance.
- Habitech, Inc. Five New Driveways off Burroughs Road; the Board approved five permits to allow the construction of five driveways to serve 8 new house lots.
- Westchester Driveway Relocation, 1151 Hill Road; the Board approved a Permit after the fact for a driveway that was constructed in the wrong location.

Long Range Planning/Other Projects

A subcommittee of Planning Board, Conservation Commission, and Recreation Commission members started meeting in June to begin drafting an update to the 2002 Open Space & Recreation Plan. A citizen survey went out to residents that was also posted on the town's web page. The Town Planner began updating various sections of the plan and the maps. The three boards will continue with the update into 2008.

The Airport Study Committee came to a meeting to discuss with the Planning Board issues with the Zoning Bylaw as it relates to airport use and the process that would be expected should the airport wish to expand.

The Board helped coordinate a meeting of various board and committee members and citizens and stakeholders on the potential for the formation of an Agricultural Commission. A kick-off meeting was held at which a representative from the Massachusetts Department of Agricultural Resources gave a presentation on efforts in other communities and the formation of an Agricultural Commission.

The Board discussed the potential purchase of 72 Stow Road and unanimously voted to recommend that the town purchase the property. The Board believes that from a short-term and long-range planning perspective, this property offers significant possibilities for a variety of municipal options, including but not limited to a location for a senior center, community center, affordable housing development or a package sewage disposal treatment plant for municipal buildings. The Planning Board believes that the physical characteristics of the property and its prime location in the Town Center area provide an opportunity for the town that should not be refused.

The Board discussed the potential purchase of 297 Liberty Square Road and unanimously voted to recommend that the Selectmen not exercise the town's first right of refusal, but support the efforts of the Boxborough Conservation Trust.

The Planning Board application fee schedule was amended to more accurately reflect the amount of staff time associated with various applications, as well as incorporate new fees for standard procedural requests made to the Board that require Town Planner administration and oversight.

The Board began discussing the potential for an Open Space Residential Development Bylaw. The Town Planner provided information and various development scenarios for the Board showing the potential areas where such a bylaw would provide for the creation of more substantial open space corridor connections that would not be possible if the land were to be developed under a conventional subdivision.

The Town Planner attended various workshops and training sessions to help update the town's Geographic Information System. She continues to update various maps, including the Assessor Parcel Map, street map and conservation trail maps. Additionally, she provided GIS maps for the Water Resources Committee, Board of Selectmen, Conservation Commission and other town departments.

The Town Planner assisted the Board of Selectmen on the drafting of a new Street Light Policy, which was adopted to help guide the installation of new street lights or the removal of existing lights.

The Town Planner provided coordination and support to the Board of Appeals on two Comprehensive Permit applications.

The Town Planner researched issues and attempted to coordinate with the current property owners on the acceptance of the fire pond constructed as part of the Saddler Farm development.

The Planning Board encourages all residents to participate in the local planning process and the Master Plan implementation process. The Planning Board typically meets on scheduled Monday evenings at 7:30 p.m. in the Boxborough Town Hall. Meetings are posted on the town's website: **www.town.boxborough.ma.us** on the calendar and in Town Hall.

Any planning questions or comments may be directed to the Planning Board or Elizabeth Hughes, Town Planner at (978) 263-1116 x 112 or **elizabeth.hughes@town.boxborough.ma.us**.

Respectfully submitted on behalf of the Boxborough Planning Board
Elizabeth Hughes, Town Planner

METROPOLITAN AREA PLANNING COUNCIL

Created in 1963, the Metropolitan Area Planning Council (MAPC) promotes inter-local cooperation and advocates for smart growth by working closely with cities and towns, state and federal agencies, non-profit institutions, and community-based organizations in the 101 cities and towns of Metropolitan Boston. MAPC strives to provide leadership on emerging issues of regional significance by conducting research, building coalitions, and acting as a regional forum for action.

MAPC provides technical assistance and specialized services in land use planning, water resources management, transportation, housing, environmental protection, economic development, public safety, geographic information systems (GIS), collective purchasing, data analysis and research, legislative and regulatory policy, and the facilitation and support of inter-local partnerships. More information is available at **www.mapc.org**.

MAPC is governed by 101 municipal government appointees, 21 gubernatorial appointees, and 13 appointees of state and City of Boston agencies. An Executive Committee comprising 25 elected members oversees agency operations. The agency employs approximately 40 professional staff under the leadership of an executive director. Funding for MAPC activities is derived from governmental contracts and foundation grants, and a per-capita assessment on member municipalities.

To better serve the people who live and work in Metro Boston, MAPC has divided the region into eight subregions. Each subregion is overseen by a council of local leaders and stakeholders, and a staff coordinator provides organizational and technical staff support.

Advancing Smart Growth

MAPC's MetroFuture: Making a Greater Boston Region initiative is planning for Metro Boston's growth and development through 2030. In 2007, the project involved nearly 1,000 people (on top of the 4,000 who participated in previous years). MAPC presented the MetroFuture plan at a May 1 Boston College Citizen Seminar, where participants overwhelmingly voted to ratify it and work for its implementation. MAPC is now developing an implementation strategy, addressing public policy, public funding priorities, and changes in practice within the private sector. By mid-2008, MetroFuture will transition from a planning initiative to an advocacy program, uniting the efforts of MAPC, partner organizations, and the

thousands of “plan-builders” in an effort to alter regional priorities and growth patterns consistent with the new plan.

As a member of the Massachusetts Smart Growth Alliance, MAPC helped form the Transportation Investment Coalition. This group of business, environmental, public interest, and planning organizations is pressing for savings, efficiencies, and new revenues to address the state transportation finance deficit. The Alliance joined with others to advocate successfully for an increase in the Commonwealth’s Bond Cap, increasing the resources available to address the state’s capital needs. Through the Alliance, MAPC is also working to reform the state’s arcane zoning laws through a new and diverse commission, chaired by Undersecretary for Economic Development Gregory Bialecki.

MAPC provides planning assistance and expertise to communities on a wide range of issues, helping them envision the future and evaluate alternatives within a smart-growth framework. Residents of Malden are taking a long-range look at their city through the Malden Vision Project, which kicked off last year with a city-wide visioning workshop attended by 250 participants. MAPC helped the town of Arlington deal with housing and economic development issues with a visioning workshop and resident survey, and helped develop new bylaws and other strategies. MAPC also assisted Walpole and Norfolk in developing and analyzing alternative growth scenarios along a shared stretch of Route 1A.

Working with the 495/MetroWest Corridor Partnership, MAPC produced a WaterSmart Indicators report that details trends in water supply, wastewater, and stormwater for each city and town in the study area. MAPC also completed water resource strategies for three towns in the Assabet Watershed to evaluate the environmental impacts of alternative growth patterns, relying in part on hydrologic modeling conducted by the U.S. Geological Survey.

Collaboration for Excellence in Local Government

Through its Metro Mayors Coalition, MAPC helped 21 communities secure over \$2 million in Shannon Grant funding over the past two years to implement multi-jurisdictional, multi-disciplinary strategies to combat youth violence, gang violence, and substance abuse. In 2007, Gov. Deval Patrick and more than 240 mayors, police chiefs, safety officials and violence prevention workers participated in the coalition’s third annual Community Safety Summit to advance strategies to curb youth violence. Through its newly created North Shore Coalition, MAPC is facilitating discussions to develop a regional, comprehensive mutual aid system.

Cities and towns now have the option of joining the Massachusetts Group Insurance Commission (GIC) with a new law drafted by MAPC and the Municipal Health Insurance Working Group. This option will help communities save millions of dollars each year by taking advantage of lower insurance rates available through the GIC. MAPC facilitated the Working Group and helped to build consensus for the proposal. We are now providing technical support to cities, towns, and regional entities who are interested in joining the GIC.

MAPC has convened Boston, Chelsea, Everett, Malden, Medford and Somerville to develop a shared strategy for the Mystic River corridor. The river, which runs through dense urban communities, has long been an underutilized asset. The communities will develop a comprehensive picture of activities along the river and will seek to build a shared strategy for future development and use of the waterway.

MAPC collaborated with the Commonwealth’s 12 other regional planning agencies, municipal officials and other local leaders to help produce “A Best Practices Model for Streamlined Local Permitting.” The result of dozens of focus groups and a statewide permitting survey, the document provides an array of recommendations that municipalities can consider to create a more clear, efficient and predictable

permitting process without compromising local standards of development review. The guide is available at www.mass.gov/mpro.

Collaboration for Public Safety

MAPC performs fiduciary, planning, and project management duties for the Northeast Homeland Security Regional Advisory Council (NERAC), a network of 85 cities and towns north and west of Boston. In 2007, MAPC helped to develop the School Threat Assessment Response System (STARS), an emergency planning toolkit for each school district in the region. With the assistance of MAPC, NERAC provided portable radios programmed for the Boston Area Police Emergency Radio Network, enabling real-time radio communications among police, fire, and other first responders during major emergencies. In the past year, NERAC established an online information clearinghouse for police and fire departments, and began planning for emergency evacuations from a regional perspective. MAPC also helped NERAC to set up three regional crime mapping centers that use GIS to visualize crime data through maps.

MAPC completed Pre-Disaster Mitigation (PDM) plans for nine communities in 2007, on top of the 20 completed in recent years. Each plan includes an inventory of critical facilities and infrastructure, a vulnerability analysis, and a mitigation strategy with recommended actions. MAPC will continue working with 46 cities and towns in 2008.

Collaboration for Municipal Savings

MAPC's Regional Purchasing Consortia administered six procurements for 42 cities and towns, saving communities up to 20% on purchases such as office supplies, paving services, and road maintenance. Similar savings were realized by the 300 agencies that participate in the Greater Boston Police Council (GBPC), which is administered by MAPC. In fiscal year 2007, MAPC conducted seven procurements for various types of vehicles, including police cruisers and heavy-duty trucks. Overall, 187 municipalities purchased 329 vehicles at an estimated cost of over \$20 million.

Reliable Data, Available to All

Since its official launch in February, MAPC's MetroBoston Data Common online data and mapping tool has been used by dozens of constituents to create customized maps for developing grant applications, analyzing development proposals, or improving services. You can create maps, charts, and graphs on the Data Common by accessing www.metrobostondatacommon.org. In addition to supporting this online tool, the Metro Data Center at MAPC responds to data requests from member communities, non-profit organizations, businesses, residents, students and other state agencies.

In the past year, MAPC used visualization tools that combine GIS technology, photography and graphic design to help increase community awareness about proposed zoning bylaws in Bellingham and Dedham, and to illustrate what different parts of the region would look like under MetroFuture.

Charting a Course to Regional Prosperity

MAPC developed its annual Comprehensive Economic Development Strategy (CEDS) for the region, in partnership with the US Economic Development Administration. The report contains an analysis of trends and conditions in the regional economy, highlighting challenges and opportunities. The economic analysis in the CEDS is targeted to front-line economic development staff working in the public and community-based sectors.

Working for 12 contiguous urban communities in the Metro Mayors Coalition, MAPC is developing an inventory of potential development sites near municipal boundaries to support coordinated planning. MAPC also developed the Smart Workplace Project, a GIS map of smart-growth friendly sites for commercial and industrial development throughout the region. In collaboration with the University of Massachusetts Boston, MAPC is taking a regional look at the space needs of the life sciences industry.

Working with the Immigrant Learning Center and the Commonwealth Corporation, MAPC convened academic, institutional and non-profit researchers to develop an immigration research agenda.

Getting Around the Region

MAPC produced a Regional Bicycle Plan, assessing current conditions and identifying the improvements necessary to create a more comprehensive regional bicycle transportation system. The plan establishes updated goals based on previous plans, and identifies key strategies and priority projects.

Under its new Regional Bike Parking Program, MAPC negotiated discount group purchasing contracts with three leading vendors of bicycle parking equipment. This allows MAPC municipalities and other public entities to purchase discounted equipment and, in some cases, to receive state or federal reimbursement for the cost. Communities around the region have used the program to put new racks at schools, libraries, parks, and shopping areas. The program will continue in 2008.

In 2007 MAPC also began work on the Regional Pedestrian Plan. This plan will identify policies to make walking a convenient, safe, and practical form of transportation throughout the region. Proposed solutions will include best practices for local jurisdictions as well as steps that could be taken by the state or by the Metropolitan Planning Organization.

MAPC has developed a web-based Parking Toolkit that addresses common parking issues. Cities and towns can learn how to do a parking study, how to reduce parking demand and manage supply, how to make use of existing parking, and how to finance parking improvements. The Parking Toolkit is the first in a series of Sustainable Transportation Toolkit products that MAPC will develop over the coming years. Visit <http://transtoolkit.mapc.org> to access these tools.

Large portions of Massachusetts Avenue and Route 2A from Arlington to Concord are now a Massachusetts Scenic Byway, due to the efforts of MAPC, the Minuteman National Historic Park, and the towns of Arlington, Lexington, Lincoln, and Concord. MAPC is now preparing a Scenic Byway Corridor Management Plan, the first step in protecting the historic, scenic, and cultural qualities of the byway.

In 2007, MAPC worked with developers and communities to evaluate the transportation impacts of dozens of projects, including the South Weymouth Naval Air Station redevelopment (SouthField), Westwood Station, and Harvard University's new Allston campus.

On Beacon Hill

- **Municipal Health Insurance:**
MAPC and the Municipal Health Insurance Working Group built consensus and drafted the new law allowing cities and towns to save millions of dollars each year by joining the Group Insurance Commission.
- **Shannon Community Safety Initiative:**
Over the last two years, MAPC's advocacy and grant development services have helped nearly two dozen communities to secure over \$2 million in funding for interdisciplinary programs that focus on youth violence, drugs, and enforcement against gangs.
- **Statewide Population Estimates Program:**
A \$600,000 line item in the 2008 budget will provide the State Estimates Program with more resources to prepare for the 2010 Census. This program will help correct the deficiencies of recent population estimates and to prevent similar deficiencies from occurring in 2010.

- **Surplus Land:**
MAPC continues to advocate for passage of a new policy on the disposition of surplus state land. Specifically, we continue to build support for our proposal that encourages smart growth development on surplus land while giving municipalities a meaningful role throughout the disposition process.
- **Community Preservation Act:**
In 2007, the Metropolitan Mayors Coalition and Community Preservation Coalition reached consensus around legislation to help more communities participate in the Community Preservation Act (CPA). The legislation, filed by Senator Cynthia Creem (D-Newton), would also secure adequate funding over the long term for the state's CPA matching fund.
- **Zoning Reform:**
The new zoning reform commission, initiated by the Massachusetts Smart Growth Alliance and chaired by Undersecretary for Economic Development Greg Bialecki, is now working to draft legislation dealing with such matters as "approval not required," grandfathering, consistency between master plans and zoning, and incentives to expand housing production.

Minuteman Advisory Group on Interlocal Coordination (MAGIC)

(Acton, Bedford, Bolton, Boxborough, Carlisle, Concord, Hudson, Lexington, Lincoln, Littleton, Maynard, Stow, and Sudbury)

MAGIC held 8 regular meetings in 2007, at which the local officials from 13 communities discussed transportation planning and priorities for state funding, MetroFuture, affordable housing, open space design, Community Preservation Act, Low Impact Development, stormwater management, local permit streamlining, new tools available to the region through the MetroBoston DataCommon, as well as grant programs for municipalities, and other inter-municipal planning issues. MAGIC provided feedback to MAPC on legislative priorities and many of its members were active participants in the MetroFuture May 1st forum. Also, MAGIC provided input into various state and regional transportation plans, as well as commented on MEPA reviews.

For special meetings, MAGIC held two productive legislative breakfasts, a MetroBoston DataCommon training, a GIS training, a Planner's Roundtable, and its first annual Environmental Forum. The forum was focused on water issues with representatives from the state, regional, and local levels to provide various perspectives, as well as an introduction by Senator Pam Resor. One of MAGIC's goals in 2007 was to increase and expand participation within each municipality to include other sectors and various local officials. By the year's end, this was achieved.

Respectfully submitted by Marc D. Draisen, Executive Director
Metropolitan Area Planning Council

HISTORICAL COMMISSION

During 2007, the Historical Commission continued operation of 575 Middle Road as a town museum. The History Society arranged portions of their collection into exhibits and volunteers manned opening hours each month of the year. Work continues on historical displays and the growing artifact collection is being cataloged on a computer database.

The Historical Commission has worked with members of the Steele Farm Advisory Committee and Conservation Commission on a concept for placing preservation restrictions on the Levi Wetherbee/Steele

Farm. Discussions were held and a draft document generated for a set of mixed use restrictions working with the Trustees of Reservation. These preservation restrictions and allowed uses would preserve the best conservation, mixed recreation, and agricultural uses while recognizing the historical features, as documented in the National Register filing. Agreement in principle to pursue this preservation approach was obtained from the Board of Selectmen. Further work on these restrictions is on-going with the goal of preparing a proposal for presentation at a future Annual Town Meeting.

The commission reviewed the historical impact of various development efforts in the town, including plans for the large residential development on Cunningham Road as well as several cell tower applications.

The Commission also responded to numerous requests for information on various aspects of town history.

Boxborough Historical Commission
Astrid Chalupa
Mary Larson
Scott Robinson
Alan Rohwer
Shirley Warren

BOARD OF HEALTH

During the past year, the Board of Health was served by members Bryan Lynch (2010), Marie Cannon (2008), and Mike Willis (2009). The daily operations of the Board were ably managed by Mary Cobleigh, Secretary to the Board of Health (and Building Department).

General Services

In general, the areas of public health that the Board was involved with during 2007 include: visiting nurse services, home healthcare, clinics, hospice, mental health, health promotion, disease prevention, communicable disease reporting, vaccination, human services, tobacco control, substance abuse prevention, dental hygiene, drinking water safety, septic disposal and wastewater treatment, environmental health, housing & sanitary code enforcement, food services, recreational area safety, and mosquito control. Due to resource and time constraints, the Board must constantly prioritize and select for action those areas that have the greatest potential for impact on the public health. We request input from residents about their public health concerns to help guide us in our efforts.

The greater percentage of the Board's time and energy is typically given to the oversight of water resources, public health and environmental protection. This included:

- Reviewing septic system and well plans, and wastewater treatment facilities as well as their respective periodic testing results
- Monitoring local pool operations and permitted food service establishments
- Working as part of the Water Resources Committee
- Coordinating efforts with other groups and organizations

During 2007, moderate-size facilities, including small treatment plants, large septic systems, and public water supplies, continued as prominent issues regarding ongoing operations and compliance of these systems with DEP regulations. Certain projects continue to require the attention of the Board and DEP regarding their water supplies, groundwater discharge, and sewage disposal systems.

The Board of Health continues to utilize the new geographical information system (GIS) and has invested resources to locate private water supply wells for mapping. The goal is to set up a comprehensive database from our files to monitor water resources issues and compliance with Title 5.

In regards to the delivery of healthcare services, Boxborough continues to receive the major part of its Board-sponsored activities through the Nashoba Nursing Service of the Nashoba Associated Boards of Health. These services took the form of skilled nursing visits, physical and occupational therapy, social worker visits, and dental care. Other healthcare services overseen by the Board include those provided to eligible town residents by Concord Family and Youth Services and Eliot Community Services. Town residents in need of these services should contact the agencies directly. Summaries of these services on behalf of Boxborough residents appear later in this report.

Progress in 2007

Emergency Preparedness

The local public health infrastructure continues to address the need for preparedness regarding potential environmental, health and safety related emergencies. The registered nurses and sanitarians with Nashoba have received intensive training to respond to the new threats. Area physicians, nurses, emergency room personnel, and other possible first responders have been trained to recognize symptoms. Epidemiological surveillance systems have been optimized to detect the earliest signs of contagion. Planning and implementing immunization programs for pandemic threats such as the Avian Influenza will continue at many levels to ensure the protection of the public health and safety.

Under the organization and direction of the local Emergency Planning Committee (LEPC), the town maintains a Comprehensive Emergency Management Plan that was updated and certified by the Massachusetts Emergency Management Agency (MEMA) in 2003. Nashoba Associated Boards of Health also provides regional management and support for Emergency Planning and response.

Medical Reserve Corps (MRC)

In 2006, the Board sponsored the creation of the Medical Reserve Corps (MRC) and in 2007 the MRC created a leadership committee, held regular meetings and participated in training seminars. Refer to the report specific to the MRC for additional information.

Mosquito Control and Related Diseases

The Board continues to monitor bird deaths with the potential relationship to West Nile virus and Eastern Equine Encephalitis (EEE) potentially carried by mosquitoes. Fortunately, no cases of either disease have been reported in Boxborough. However there have been increased reports of bird deaths from virus carrying mosquitoes in the region. While the relative risk of becoming infected with these viruses is extremely low, residents especially at risk should take appropriate precautions against mosquitoes. The town continues to utilize the services of the Central Massachusetts Mosquito Control Project (CMMCP) and participates in the State surveillance program. In 2007, the Board initiated an annual larvacide program utilizing Bti to significantly reduce the mosquito population and the respective risk to residents. The intent is to continue this program with a spring application planned in April and a second application during the early summer (only if necessitated by wet conditions). For more information on this program, refer to the CMMCP web site.

Water Quality

The Board and DEP continue to monitor special water quality issues relating to the ground water contamination caused by MTBE, perchlorate, and severe sodium concentrations in the western area of town. In addition to the above-noted contaminants, local water quality reports note continuing issues relating to alkalinity, hardness and sodium in many other areas of town.

Water Supply

The Water Resources Committee continues to study and protect existing and future potential water supplies. In 2007, a consulting engineer was engaged to prepare a feasibility study for a municipal water system and testing was performed at the Harvard Sportsman Club site for a potential water supply well. Refer to the Water Resources Committee report for more details including the plans for 2008.

Tobacco Control

The Board is served by a collaborative that enforces local regulations which prohibit the sale of tobacco products to minors and conducts compliance checks. In 2007, an undercover investigation reported 100% compliance for all Boxborough businesses that sell tobacco products over the counter and/or in vending machines. In all cases, the investigator was denied the purchase due the lack of proper age identification.

During the next year, the Board plans to continue the activities discussed above, plus:

- Build our capacity to participate in public health and other emergency measures
- Improve our ability to convey public health information to the public; and
- Continue support of the Water Resources Committee to plan for the protection and development of future water supplies.

Any town resident interested in working on any of the areas discussed above, or other issues impacting public health, is encouraged to contact the Board.

Marie Cannon, Chair
Boxborough Board of Health

BOXBOROUGH MEDICAL RESERVE CORPS (MRC)

Background

The Medical Reserve Corps (MRC) was founded after the events of 9/11. It was formed to organize and train volunteers to be ready to respond to emergencies in individual communities, regional disasters and national emergencies. The basic unit starts at the local level, where a community identifies and trains volunteers in the structure of response to emergencies and the skills to help in those disasters. Boxborough is one of the 34 towns of Region 4A which forms a belt around Boston from Wilmington to the north and ending at Sharon to the south. In the MRC there is a need for both medical and non-medical volunteers. In an emergency, 3 non-medical volunteers are needed for every medical volunteer.

The Boxborough MRC is a subcommittee of the Board of Health. We formed an Executive Committee in March of 2007. In October 2007, we held our first volunteer recruitment along with a presentation on a Family and Pet 72-hour Kit for use in an evacuation or to shelter in place. We currently have 25 volunteers and are looking for additional volunteers in the community with an ultimate goal of 50 to 60.

Mission Statement

Our mission is to make our community safer and more able to handle natural or man-made disasters through volunteer training, community education and planning, and through integration with public safety officials.

Current Activities

Training volunteers in the Incident Command System (ICS) through the Fire Department. This is the structure used by first responders nationwide. It allows consistent structure and scalability from the house fire locally to a major regional or national catastrophe.

We have created a database of volunteers who have had CORI checks, ICS training and have been credentialed if they are medical professionals. This allows public safety officials at local, regional and national levels to utilize trained volunteers in a disaster.

Emergency Preparedness Lectures for Community groups. One of our most important functions is to educate members of our community, including our volunteers on how to prepare ourselves and families for the possibility of emergencies.

Working with other community groups to form and update the Local Emergency Planning Committee.

Training volunteers through courses offered by Region 4a (free to volunteers) in Flu care, Personal Protection, First Aid and CPR among others.

Respectfully submitted,
Brad Hardie, DVM
Chair, Medical Reserve Corps

WATER RESOURCES COMMITTEE

The Boxborough Water Resources Committee (WRC) is a cooperative effort of several town boards to ensure that Boxborough will always have adequate supplies of potable water. Its members are Bryan Lynch (BoH), Kristen Hilberg (BoS), Marie Cannon (BoH), Bryon Clemence, Anne Gardulski, Keshava Srivastava (Fin Com), and Michael Willis (BoH).

The committee held meetings throughout 2007. The committee was appropriated additional funding by town meeting to perform additional exploratory drilling in Trace Fracture B located on the Picnic Trust Parcel near Steele Farm. The WRC worked with the team of CDM/DL Maher to find an exploratory test well location to determine quality and quantity for a potential public water supply. During this time the committee collaborated with the Steele Farm Committee and the ConsCom to identify a drilling location and obtain an order of conditions to drill. The Boxborough Department of Public Works has prepped the site and we are poised to drill the well in 2008.

The BOH/WRC, utilizing funding from the Administrative Consent Order that had been agreed upon between the Verc Enterprises (Exxon/Mobil gas station) and the DEP, has entered into an agreement with CDM who is currently creating a feasibility study. This study will help determine what the potential costs would be for the town to install a public water supply in the area currently defined as the Phase 1 Area. The Phase 1 Area currently includes Codman Hill Road, Swanson Road, Route 111, Hill Road, Whitcomb Road, Barteau Lane, and Schoolhouse Lane.

The WRC also submitted a State Revolving Fund Request for future public water supply planning funding. Thanks to CDM for compiling the application. Boxborough was awarded this grant which is essentially a \$500,000 loan at a 2% interest rate to fund future public water supply planning efforts.

Thank you to everyone who has helped make this effort possible.

Respectfully submitted,
Michael Willis, Chairman
Water Resources Committee

NASHOBA ASSOCIATED BOARDS OF HEALTH
www.nashoba.org
978.772.3335

Nashoba Associated Boards of Health continues to serve the local Board of Health in meeting the challenges of environmental and public health needs in Boxborough. In addition to the day to day public health work conducted for Boxborough we also provide the following services.

- Maintaining Nashoba's internet web site to provide information for the public. (See **nashoba.org**)
- Through our involvement in the Bioterrorism Regional Coalition, we are keeping the Boxborough Board of Health up-to date on matters of emergency preparedness planning. We are currently working on Boxborough's Emergency Dispensing Site plan.
- Response to the West Nile Encephalitis(WNV) surveillance effort through coordination with MDPH, through the collection of suspected bird samples, submittal to the MDPH lab, and follow-up when the lab results were obtained.
- Response to health related impacts of beavers through coordination with the local Board of Health in the issuance of the necessary permits.
- Response to state mandated changes in regulations requiring more frequent beach sampling through sample collection, submittal for analysis, and follow-up when results were obtained.

We look forward to continuing our work with Boxborough's Board of Health. Included in the day to day work of Nashoba in 2007 were the following:

- Reviewed 31 Title 5 state mandated private Septic System Inspections for Boxborough Board of Health. Received, reviewed, and filed these state mandated (but unfunded) Title 5 inspections. Corresponded with inspectors regarding deficiencies; referred deficient inspections to Boxborough Board of Health for enforcement action.
- Through membership in the Association, Boxborough benefited from the services of Nashoba staff including: Registered Sanitarians, Certified Health Officers, Registered Nurses, Nutritionists, Registered Physical & Occupational Therapists, Licensed Social Workers, Certified Home Health Aides, and Registered Dental Hygienists.
- Provided health education programs in collaboration with the Boxborough Council on Aging.
- Collaborated with Minuteman Home Care around elders at risk and other safety issues.

By the Boxborough Board of Health's continued participation in the Association you can shape your future local public health programs and share in the benefits of quality service at a reasonable cost!

Environmental Health Department

- **Environmental Information Responses Boxborough Office (days).....54**
The Nashoba sanitarian is available for the public on Friday morning at the Boxborough Board of Health Office. *This does not reflect the daily calls handled by the three Nashoba secretaries during daily business hours.*
- **Food Service Licenses & Inspections.....32**
Nashoba annually mails out and receives application from both restaurants and retail food businesses. Licenses are renewed for existing facilities. Plans are submitted and reviewed prior to initial

licensing. All licensees are inspected at a minimum twice a year. Where deficiencies are found, a re-inspection is scheduled to insure compliance. When a complaint from the public is received an inspection is also conducted. During this inspection, health factors of food handlers is also investigated, and where appropriate, medical consultation and laboratory testing may be required.

- **Housing & Nuisance Investigations.....**1
Nashoba, as agent for the Boxborough Board of Health, inspects dwellings for conformance with State Sanitary Code, 105 CMR 410.00, issues orders for correction, and re-inspect for compliance. Similarly, complaints from residents concerning unsanitary conditions or pollution events are investigated.
- **Pool/Camp/School Inspections.....**16
Pools are inspected upon opening and as needed thereafter to insure compliance with the State pool regulations.
- **Septic System Test Applications.....** 14
Applications from residents proposing to build or upgrade a septic system are accepted, a file created, and testing dates are coordinated with the applicants engineer.
- **Septic System Lot Tests.....** 58
Nashoba sanitarian witnesses soil evaluations, deep hole tests, and, usually on a separate date, percolation tests conducted by the applicant's engineer which serve as the basis of the design of the septic system.
- **Septic System Plan Applications.....** 21
Detailed plans created by engineers hired by residents proposing to build or upgrade a septic system are received, filed, and routed to the Nashoba sanitarian for review.
- **Septic System Plan Reviews.....** 29
Engineered plans are reviewed according to state code, Title 5, and local Board of Health regulations and review forms are created and sent to engineer for revision. Subsequent re-submittals by the engineer are also reviewed.
- **Septic System Permit Applications (new lots).....** 10
- **Septic System Permit Applications (upgrades).....** 14
Applicants' approved plan submittals and Board of Health requirements are incorporated into a permit to construct the septic system.
- **Septic System Construction Inspections.....** 67
Nashoba Sanitarian is called to construction site at various phases of construction to witness & verify that system is built according to plans.
- **Septic System Consultations.....** 41
During all phases of application, design, and construction the Nashoba Sanitarian is called upon for legal details and interpretation.
- **Well Permits.....** 4
- **Water Quality/Well Consultations.....**16
Private wells are regulated solely by local Board of Health regulations. The Nashoba Sanitarian assists the Board of Health by reviewing well plans, securing well water samples, and interpreting water quality test results.
- **Rabies Clinics - Animals Immunized.....**7
Nashoba arranges for local clinics with cooperating veterinarians, arranging for dates and location, placing ads in local newspapers, and sending home flyers through local schools. In addition, since the recent raccoon rabies epizootic, Nashoba has arranged for delivery of over 500 animal specimens to the State lab in Boston for analysis and has counseled possible exposure victims to seek medical assistance.

Nashoba Nursing Service & Hospice

- **Home Health**

- **Nursing Visits.....** 132
Nashoba's Certified Home Health Registered Nurses visits provide skilled services to patients in their home under physician's orders. These services include assessment of physical, psychological, and nutritional needs. Skills include teaching/supervision of medications, wound care, ostomy care, IV therapy on a 24 hour basis, catheter care, case management and referral to other services as needed.
- **Home Health Aide Visits.....** 118
Nashoba's Certified Home Care Aides provide assistance with daily activities of daily living including bathing dressing, exercises and meal preparation.
- **Rehabilitative Therapy Visit.....**135
Nashoba Therapists provide skilled physical, occupational, speech, and dietary therapeutic interventions through assessment, treatment and education. Their integration of client, caregiver, and medical outcomes aims at attaining maximum functional dependence.
- **Medical Social Service Visits.....** 8
Nashoba Social Workers provide short-term assistance to patients at home for counseling and referral to community resources.
- **Hospice Volunteer and Spiritual Care Visits.....**3
Nashoba's Volunteers and Clergy provide patients with emotional and spiritual support, companionship and guidance.

- **Clinics**

- Local Well Adult, Support Groups, & Other Clinic Visit.....263
Visits include well adult clinics, and immunization, cholesterol exercise, mental health and bereavement clinics.
- Number of patients that attended Flu Clinics held in Boxborough 119
- Number of patients who received Flu Shots that live in Boxborough..... 98
- Number of patients who received Pneumovax Vaccine 4
- Number of patients who attended Well Adult Clinics from Boxborough 120

Communicable Disease

- **Communicable Disease Reporting & Control**

Nashoba's Nursing Service & Environmental Health Department work together to meet the local Board of Health's responsibilities under the law to do the following:

- Investigate and control the spread of communicable diseases within **Boxborough** (MGL Chap111, Sec 6, 7, and 92-116). Nashoba works with the Massachusetts Department of Public Health (MDPH) in this area.
- Receive and process reports from physicians concerning cases of diseases "dangerous to the public health" as defined by MDPH (MGL Chap111, Sec6)
- Notify MDPH Division of Epidemiology and Immunization within 24 hours of receiving notice of any case "dangerous to the public health".
- Receive reports and undertake follow-up as necessary regarding certain food-borne and waterborne diseases and diseases being monitored by the MDPH.
- Receive reports, investigate and conduct follow-up on all incidences involving positive rabies results.

- Number of Communicable Disease cases Investigated.....19

| | |
|--|---|
| ○ Communicable Disease Number of Cases | |
| • Campylobacter | 2 |
| • Hepatitis | 2 |
| • Giardia | 2 |
| • Lyme Disease | 9 |
| • Pertussis | 1 |
| • Rocky Mountain Spotted Fever..... | 1 |
| • Tuberculosis (suspected) | 1 |
| • Tuberculosis (follow-up)..... | 1 |
| • Tuberculosis (confirmed)..... | 1 |

Dental Health Department

- Examination, Cleaning & Fluoride - Grades K, 2 & 4
Nashoba's Registered Dental Hygienists, operating out of the school nurse's office and records, provide these services to those children whose parents have given written consent.
Students Eligible..... 212
Students Participating.....118
Referred to Dentist..... 6
- Instruction - Grades K, 1 & 5
Nashoba's Registered Dental Hygienists also provide classroom instruction of cleaning and maintaining health teeth to all children in these grades.
Number of Programs..... 12
Students Participating 222
- Fluoride Rinse Grant Program (State Supplied Materials, Nashoba Administered, Local Volunteers)
Nashoba's Registered Dental Hygienists secure the dental materials for this program through a grant application to the Massachusetts Department of Public Health.
Students Participating..... 253

CONCORD FAMILY AND YOUTH SERVICES, A PROGRAM OF JUSTICE RESOURCE INSTITUTE
www.jri.org
(978) 263-3006

Thank you for your generous support of First Connections programming. Boxborough's continued funding support plays an intricate role in our accessing Boxborough families and providing needed services.

Now in our 13th year of service to the community, First Connections is a regional Massachusetts Family Network site in partnership with the Concord Area Special Education Collaborative and Concord Family and Youth Services, a division of Justice Resource Institute. Funded by the Massachusetts Department of Early Education and Care, community groups and private donations, our mission is to provide comprehensive, quality, parenting support services to families with children birth through age three in eleven communities, including Boxborough. Our services are free or low cost.

We accomplish our mission's goals through the application of six key components: parent support groups, partnerships with local allied parent networks including, Boxborough Family Network, play groups/story times, parent education, information and referral, and a limited home visiting program.

In Boxborough, First Connections (FC) links families to community resources. We offer activities and programs for parents and children--both formal and informal, produce a comprehensive guide to community resources, provide information and referral, and provide opportunities for parents to build peer relationships with other new parents.

First Connections Programs and Services This Calendar Year by Boxborough Families

Boxborough Family Network opted to make use of JRI/First Connections offer of liability insurance for association volunteer members and event coverage. JRI's legal department worked with us to craft an agreement that covers Parent Association activities and members under the umbrella of JRI/First Connections volunteers. On their part, the participating Parent Association voluntarily complied to set terms in order to make use of the coverage. This new tier of tangible support not only protects volunteer participants, but also allows Parent association to use JRI/First Connections Insurance Rider to access community space for activities when Liability Insurance is requested. We are particularly pleased to offer this added value to our Parent Association collaborators, as we were unable to provide mini-grants this year. The value of the coverage actual exceeds the cash support.

In year two of BFN re-launch the network is thriving. In October 2007 BFN Halloween Party attracted 150 participants!!! Great for Boxborough! **www.boxboroughfamilynetwork.org**

The following numbers reflect current services provided in Boxborough, all up from last year.

- 53 families received the thrice-yearly First Connections Newsletter- *doubled from last year at this time*
- 9 parents attended an educational parenting seminar
- 9 parents attended a parent-child program with their son or daughter
- 9 mothers currently attend monthly support groups including, Calling All Grandparents, Parenting in a Culture Not Your Own, First Time Moms Group and Forty Something
- 3 moms receiving multiple home visits after referral from Emerson Hospital Home Health for stressors of being a new parent
- 4 families receiving clothing and baby supplies
- We continue to make inroads with immigrant populations moving to Boxborough. We serve families from Venezuela, China, and Palestine.

Community Board and Program Activity

The Director of Boxboro Integrated Preschool, Sandy Daigneault, is on the Advisory Board at First Connections. The Coordinator for Acton/Boxborough/Littleton Community Partnerships for Children, Betsey Sweet, is also on our Advisory Board. First Connections' Director, in turn, is on the Advisory Board of A/B/L CPC. First Connections director is a member of the Acton Housing Authority Self-Sufficiency program serving Boxborough residence.

THE ELIOT CENTER
<http://www.eliotchs.org>
(978) 369-1113

The Eliot Center offers a range of mental health services, including crisis intervention, diagnostic evaluation, individual, couple, family, and group therapy, psychopharmacological services, psychological testing, information and referral, consultation and case management services, and 24-hour emergency coverage. The mission of The Eliot Center is to provide a continuum of high quality services to individuals across the life span; services are client-centered, flexible and responsive to the needs of the

community. The Eliot Center provided 500 hours of service to 29 residents of Boxborough for Fiscal Year 2007.

We remain extremely grateful for the funding we receive from the Town of Boxborough. Town funding has greatly contributed to our success in being able to offer unique and specialized services to the community. Our services are comprehensive and offer the flexibility to go beyond the traditional treatment hour, and help clients obtain additional resources that impact their functioning, such as housing, entitlements, medical or educational services, if needed.

CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT

www.cmmcp.org

(508) 393-3055

The Central Massachusetts Mosquito Control Project (the Project) currently provides its services to 39 cities and towns throughout Middlesex and Worcester Counties. The Project's headquarters is located at 111 Otis Street, Northboro, MA. Tours of the headquarters or visits to field work sites may be arranged by calling the office in advance. Please call (508) 393-3055 during business hours for more information. The Project practices Integrated Pest Management (IPM), blending state of the art methods and techniques with expertise, experience, and scientific research to provide our member communities with environmentally sound and cost effective mosquito control. Three (3) new towns joined the CMMCP service area in 2007, Boylston, Lancaster & Uxbridge.

During 2007, the Project received ten thousand, two hundred and ninety-four (10,294) requests for service from town residents and officials. Nearly nine thousand (9,000) pounds of Bti (*Bacillus thuringiensis israelensis*) was applied by helicopter in 3 towns, Chelmsford, Billerica & Boxborough, and five thousand, six hundred and sixty-two (5,662) pounds by hand throughout our service area were applied to area wetlands to reduce the emergence of adult mosquitoes. This represents over two thousand, nine hundred and thirty-two (2,932) acres of wetland that was treated with this mosquito-specific bacterium, significantly reducing adult mosquito populations in these areas. Thirty-six thousand, one hundred and sixty-five (36,165) catch basins were treated with larvicidal product to control the mosquitoes that seek out these cool dark wet areas to breed, including the *Culex* mosquito, a major target for West Nile Virus transmission. Three thousand, nine hundred and forty (3,940) culverts were cleaned in an attempt to eliminate unnecessary standing water and reduce mosquito breeding. This work was done in conjunction with cleaning, clearing, and digging of one hundred and forty-six thousand, two hundred and forty (146,240) feet of streams, brooks and ditches. This represents over twenty-seven and a half (27.5) miles of waterways which were cleaned and improved by Project personnel in 2007.

The Mosquito Awareness Program which we offer to elementary schools and other civic organizations in our district has become very popular. Project staff meets with students, teachers or concerned residents to discuss mosquito biology, mosquito habitat, and control procedures. Much of the presentation is directed towards what children and their families can do to prevent mosquitoes from breeding around their homes. Slides, videos, coloring books and other handouts make this an interesting program. This program is tailored to meet the needs of the specific audience. In 2007, CMMCP laboratory personnel made 48 educational presentations before 2,152 students in 10 member schools, and CMMCP administrative personnel made 14 presentations before 400+ residents to member Boards of Health, Selectmen, Conservation Commissions, cable systems, general public meetings and at 3 annual town meetings. CMMCP gave a presentation on our program to 15 Clarke University students in the Clarke Vector Ecology program.

As part of our effort to reduce the need for pesticides, we continue to expand our wetlands restoration program. By cleaning clogged and overgrown waterways, mosquito breeding can be reduced and drainage areas are restored to historic conditions.

Bti mosquito larvicide is used to treat areas where mosquito larvae are found. We routinely check known breeding sites kept in our database, but also encourage the public to notify us of any areas they suspect could breed mosquitoes. Our field crews will investigate all such requests and treat the area only if surveillance gathered at the time shows an imminent threat of mosquito emergence.

Our goal is to manage all mosquito problems with education, wetlands restoration or larviciding, but we recognize that there are times when adult mosquito spraying is the only viable solution. In such cases specific areas are treated with either hand-held or pickup truck mounted sprayers if surveillance gathered at the time exceeds a pre-determined threshold to warrant an application. This program is offered on a **request-only** basis, and the exclusion process allows residents and/or town officials to exclude areas under their control from this or any part of our program.

The Project's surveillance program monitors adult mosquito and larval population density, and is the backbone for prescribing various control techniques. Specialized mosquito traps are deployed throughout the Project's service area to sample for mosquitoes that may be transmitting mosquito-borne diseases. In conjunction with the Mass. Dept. of Public Health we sample in areas suspected of harboring WNV and other viruses. One thousand and seventy-one (1,071) pools (collections) of mosquitoes totaling eleven thousand, nine hundred and ninety-two (11,992) specimens were tested for mosquito-borne viruses this year. One (1) pool of *Cx. pipiens/restuans* complex in Marlborough was confirmed to be infected with the WNV virus and one (1) pool of *Cx. pipiens/restuans* complex in Holliston was also confirmed to be infected with the WNV virus. No human cases of EEE or WNV were identified in our service area, but the City of Worcester had one pool confirmed WNV + as well as two (2) human cases of WNV. CMMCP lab personnel made seven thousand, nine hundred and thirty-two (7,932) total collections of mosquitoes containing thirty nine thousand, four hundred and seventy-eight (39,478) individual specimens, representing twenty eight (28) mosquito species.

Some additional highlights from 2007:

- Resistance management study; no significant resistance to pyrethroids noted, no change recommended in adulticide material choice (see full report).
- Adulticide efficacy; 2-3 days of control noted with rebound in mosquito densities to pre-application level (see full report).
- Resident satisfaction survey: conclusion; overall satisfaction with the adulticide program was 93%, 98% plan to use our services again (see full report).
- We performed a streambank stabilization project in Natick to stabilize an embankment that was deteriorating and causing stream turbidity and downstream degradation (see full report).
- CMMCP expanded our aerial larval control program into the town of Boxborough, targeting 550 acres with the intent of reducing dependence on mosquito spraying. This brings the total to 3 towns, 1,800+/- acres targeted. Work will continue to bring additional towns into this program.
- Working with Tufts Veterinary Hospital to measure effects of adulticide program on non-target effects; no conclusion as of yet, multi year study begun in late 2007.

- Working with CT Agr. Experiment Station to determine host preference of *Culiseta melanura* by collecting and analyzing DNA of blood meals; results expected soon.
- We have been awarded PESP status by the US EPA. The Pesticide Environmental Stewardship Program (PESP) is a voluntary program that forms partnerships between the EPA and pesticide users to reduce the potential health and environmental risks that may be associated with pesticide use.

Educational pamphlets are available to anyone interested in learning about mosquito control and the services provided by the Project, and these items are routinely stocked in member town/city halls and libraries. Display boards with information on our program are rotated through area town halls throughout the year. We also have a website, www.cmmcp.org that has extensive information on mosquito biology, our control procedures, etc. This website has become a model for other Mosquito Projects and has been widely used throughout our service area and beyond.

We would like to thank you for your support during 2007 and we look forward to helping you and your community with its mosquito problems in 2008 and beyond. For more information, please see our complete Annual Report in the Board of Health office at Town Hall.

DEPARTMENT OF PUBLIC WORKS

The past year was a busy year for the Public Works Department.

The winter season began on December 30th with a small snow storm and ended on April 12th with another small snow storm. The storms in between were relatively routine events with two being larger events. These events were a 10", a 13" and a 6" event. The total amount of snow for the season was 45" inches with a total of 22 responses for these storms. That translates into 22 less inches of snow than the previous year and 5 less responses.

The spring clean-up went fairly well with some equipment break downs. Following a fairly mild winter we were able to get the sweeping done in a shorter time frame than in the past. One thing to keep in mind is with the ever increasing roads in town it takes more time to get this task accomplished. All the roads can't be done at the same time. Each year we start at a different place in town, so in one year, one road will get done first and the next it may be the last. It is very difficult to get a set schedule on when a particular road will get swept. It all depends on Mother Nature and equipment break downs. Please have patience, we will get there.

Once again the summer growing season didn't have the expected slow down, so the municipal properties and athletic field required a lot of mowing. The roadside mowing went well this season. We were able to get some of the roads done twice. We also mowed a number of other town properties and trails during the good months.

Some Chapter 90 work was done. The projects were sections of Codman Hill Road, a section of Burroughs Road and Central Street. Also from Chapter 90 we were able to replace the old cement post and cable guardrails with new steel guardrails on Codman Hill Road, Middle Road and Liberty Square Road.

Along with the routine work that was done during the year we had a couple of projects to get done. One project was the bocce courts at Liberty Field. The other was repairing the drainage structures on

Windemere. These structures were in failing condition and needed to be rebuilt. When the town purchased the parcel on Flagg Hill Road it included the road. At the present time this road is not eligible for Chapter 90 reimbursements but it is still a town road that needs to be maintained.

One unfortunate thing happened in December. Our 1971 tree/ bucket truck was condemned. We have been nursing this vehicle along for the past couple of years but it finally came to the end of its useful life. This vehicle is a vital piece of equipment that gets used not just for tree work but for a number of other things. A couple of examples are changing the light bulbs on the parking lot lights, clearing the snow off the gym roof at the school, installing and removing the holiday lights on the town tree, clearing the gutters of ice and debris on the town buildings, removing the ice dams on town buildings, the list goes on. We will be looking to replace this vehicle in 2008 at town meeting. During these extremely difficult economic times, I understand that these are hard decisions to make.

The Transfer Station/Recycling Center went fairly smooth this past year. This is due, in the large part, to the cooperation of the people who use the facility. This past year we had to make some changes in the way the stickers are issued. This was made necessary to try and cut down on sticker pirating; it appears to be working.

I would like to thank the DPW workers for their dedication and hard work. Without them we wouldn't be able to provide the level of service the taxpayers have come to expect. I would also like to thank the Board of Selectmen for their support throughout the year, and the taxpayers for their support and patience.

Kenneth March
Director of Public Works

CEMETERY

The normal upkeep and maintenance of the North and South Cemeteries was done throughout the year. The number of burials was about the same as other years. The sale of lots and perpetual care monies are accounted for in the Treasurer's report.

The maintenance and upkeep of the cemeteries was a steady task during the growing season. Some tree work had to be done with the town's bucket truck. A couple of dead trees had to be removed.

I would like to, at this time, ask the help of the residents and others in following one of the regulations of the cemetery. That regulation is Section 22, in that no dogs are allowed in the Cemetery. This is becoming an increasing problem with the dogs being allowed to make a deposit and not being picked up. I understand that there is no control over free-roaming dogs which in itself is a violation of the town's bylaw, but we can do our part and control the ones that we can.

I would like to thank Donald Morse and the DPW crew for all the hard work that they do there. They do a lot of work to keep the cemeteries in good order. A good job was done by all.

Kenneth March
Director of Public Works

VETERANS' AGENT

The Veterans' Service is established according to Chapter 115 of Massachusetts General Laws and is administered under state guidelines to provide information and assistance regarding benefits to veterans, veterans' dependents, widows and children of deceased veterans.

There were seven veterans buried in the South Cemetery in 2007:

| | |
|-----------------------|------------------|
| John A. Morse, Sr. | June 23, 2007 |
| William A. Berg | July 16, 2007 |
| Ernest N. Brinkerhoff | July 20, 2007 |
| Kenneth P. MacPhee | July 30, 2007 |
| Jane I. MacPhee | January 9, 2002 |
| Robert L. Aldred | February 1, 2005 |
| Christine Holman | August 7, 2007 |

There were six veterans seeking information and assistance. No veterans' benefits were paid out in 2007.

Donald C. Morse
Veterans' Agent

COUNCIL ON AGING

There are now more than 650 senior citizens residing in Boxborough. The mission of the Boxborough Council on Aging is to reach out to these senior citizens and their families. This is accomplished by planning and implementing services and activities for older adults. The COA also directs family members, care providers and older adults to needed services and activities, which may be located in Boxborough or elsewhere. Some of these services and activities may include home delivered meals, luncheon meal-sites, transportation, durable medical equipment loans, nursing care, fuel assistance, updated health insurance information, trips for socialization, exercise classes, and adult day health care. We acknowledge, support and work alongside with individuals, civic groups, and Friends groups who help our elderly. We inform Boxborough senior citizens by monthly newsletters about our wellness clinics, trips and activities, congregate luncheons, town information, health issues, political issues, legal information, and other pertinent topics.

The current Council on Aging Board consists of seven members. Karen Smolin serves as Chairman, Betsey Krusen as the Recording Secretary, Jini Vockel as Corresponding Secretary, Mary Ellen Chaney as FCOA (Friends of the Council on Aging) Liaison and David Birt, Frank Sibley and Peter Alling who serve as members-at-large. Frank Powers also served as chairman for the first half of the year before being elected to the Boxborough Board of Selectmen. All seven members of the board are volunteers from the Boxborough community who generously offer their time and efforts to help serve the senior citizens of Boxborough. Kathie Schwarting is the Coordinator of the Council on Aging. Her office hours in the Boxborough Town Hall are Monday, Wednesday, and Thursday, from 8:30AM-3:30PM. Residents are encouraged to call or visit the COA office during these hours to inquire about services and activities, share information, express opinions, or ask about volunteer options.

The Friends of the Council on Aging, celebrating their 11th Anniversary of service this year, is an active and enthusiastic group of volunteers who plan senior activities, social outings, and special events. They hold fund-raisers throughout the year in order to support these various senior activities. Astrid Chalupa serves as President, Pat Fallon as Vice-President, Patty Gayowski as Treasurer, Shirley Warren as Secretary, Eunice Hinckley as Corresponding Secretary, and Kathy Blackey as Trip Planner. The FCOA

has received donations from the Acton-Boxborough United Way as well as from private citizens. These donations benefit our senior citizens and are gratefully acknowledged. The FCOA continued their Speaker Series Program this year by providing three free luncheons with diverse programs following each luncheon. The first was a slide presentation of "America the Beautiful" by Eunice Hinckley and Frank Sibley, the second was a slide presentation of "A Whirlwind Tour of Eastern Europe" by Frank Powers and for the third program we were entertained by Mark Twain. Other events hosted by the Friends this year included a Valentine's Day Party, the June FCOA Anniversary Party and the December Annual Holiday Party. The FCOA applied and received two grants from the Acton-Boxborough Cultural Council, and were then able to provide two presentations: the Indian Hill Big Band in April and also the above-mentioned Mark Twain show in October. Friends' volunteer, Kathy Blackey, served as Trip Coordinator for our seniors again this year. A selection of events, either in conjunction with neighboring towns or by Boxborough residents alone, consisted of trips to: The Rhode Island Spring Flower Show, The Wright Museum in Wolfeboro, NH, The Tall Ships in Newport and The Bay Village Inn, a Foliage Trip to Woodstock and Brooklyn, CT, The Museum of Fine Arts and a November Shopping Trip with lunch at the Post Office Pub. One last trip, planned by COA Board member Mary Ellen Chaney, was a "Ranger led Walk" around Walden Pond.

The Friends of the COA, along with the COA, worked to provide town outdoor recreation in the form of two bocce courts in 2007. This became a town-wide project as the Recreation Committee recommended and made available the space at Liberty Fields, the Friends of the COA and the Boxborough District Minutemen donated the funds and the Boxborough Public Works Department arranged the layout and constructed two bocce courts. The courts were open for use towards the end of the summer. We sincerely thank everyone who contributed their time and effort for this multigenerational outdoor recreation facility. In addition, we also thank the FCOA for providing year-round indoor recreation by their purchase of a pass to the Harvard Ridge Fitness Center which Boxborough seniors can use free of charge.

Shortly before the start of 2007, after a generous donation was made by Middlesex Savings Bank to establish a capital working fund for van service, Boxborough became a member of the Massachusetts Regional Transit Authority (MART). Four part-time van drivers were hired and then we were assigned a 10-seat handicap accessible van. Before they were able to begin transporting senior citizens and all residents with disabilities, the van drivers (Bob Hughes, Peter Tenneson, Brian Duffy and Phil Lauziere) had to complete training courses from MART as well as a First Aid/CPR course from the Boxborough Fire Department. The van service began in January 2007; due to a sharp increase in the use of the van, Boxborough hired a part-time Van Dispatcher, Marcia McNeil, in July. Approximately 750 van rides were given during 2007. All of this came at no cost to the Town of Boxborough. The van service is another step towards the COA's mission of helping seniors live independently in their homes for as long as possible. Although spear-headed by the COA Board members, many other organizations also supported this effort. We would like to thank the Board of Selectmen including the late Donald Wheeler, the Town Administrator, the Personnel Board, the Fire Department, and the Highway Department who have all worked with us to make this van service a reality for our residents.

The Boxborough community at large has provided many volunteer hours to help senior citizens. Our Boxborough COA volunteer drivers are appreciated for their diligent efforts in transporting seniors to various locations when the van is already in use or otherwise unavailable. The names of our core group of 2007 volunteer drivers include: Swan Anderson, Brigid Bieber, Anne Canfield, Lorraine Carvalho, Bela Chandhok, Rita Gibes Grossman, Kristin Hilberg, Karyn Kealty, Anne McNeece, Sheila Murphy, Ellen Sathe, Karen Smolin, Susan Vine, and Jini Vockel. Our handyman, Bill Litant, has helped out many seniors throughout the year by volunteering his time and talents. Frank Sibley travels to Burlington once a month to represent Boxborough on the Minuteman Senior Services Board. Frank also has lent a helping hand to many seniors with one-on-one computer assistance and he has delighted us with his beautiful photographs of senior activities. Our volunteer nurse, Melissa Northrup, has made numerous

outreach visits to our elderly residents. Our Library Director, Maureen Strapko, together with The Friends of the Library provides monthly movies, library computer instruction, and home delivery of books to our senior citizens. We are also thankful to Blanchard School's Principal, Mary Ellen Driscoll, and the children of Blanchard School for providing Boxborough's senior citizens several early morning breakfasts followed by most enjoyable musical entertainment.

The Fuel Assistance Program began on November 1, 2007 and continues through April 30, 2008. This program is open to those residents who are income-eligible, regardless of age. Income-eligibility numbers are published in the senior newsletter during the winter months. Applicants can apply for help with weatherizing their homes and repairing heating equipment as well as for financial assistance for fuel costs. Rob McNeece has been an invaluable volunteer to the COA office this year, meeting with residents and helping them through the fuel assistance application process. Also this year, the American Association for Retired Persons (AARP) sponsored a free tax preparation service for low-and moderate-income Boxborough senior taxpayers. Appointments for this service are coordinated through the COA Office, and we thank AARP volunteer Jim Brown for this continued valuable assistance. The Boxborough COA also extends our heartfelt thanks to Jini Vockel for her service as a SHINE (Serving the Health Information Needs of Elders) counselor. She completed her service in the summer and we are presently looking for a resident who might be interested in volunteering to help seniors with Medicare, Medicaid, Prescription Advantage and other health insurance issues. On-going SHINE training is provided by Minuteman Senior Services.

On the second Wednesday of each month from 11:00AM-12:00 noon, the Nashoba Nursing and Hospice Service provides a Wellness Clinic at the United Church of Christ. Services offered include blood pressure screening, glucose and cholesterol screenings, flu and pneumonia shots and tetanus and diphtheria vaccines. The Wellness Clinic is open to people of all ages and was especially well attended by our senior citizens throughout the year. Senior luncheons, also held on the second Wednesday of each month at the United Church of Christ and organized by the Boxborough Neighbors (Karyn Kealty, Mary Larson, Elaine Garabedian and Dean Machamer), took place from January to June and from September to December. Approximately 40+ seniors attended each of these monthly luncheons where meals were prepared and served by the following local civic groups: the Garden Club, the Boxborough PTF, the Boxborough Minutemen, the United Church of Christ, the Boxborough Conservation Trust, the Boxborough Neighbors and the Boxborough town employees. Brown-bag luncheons were also held during the summer months at our Library. The COA would also like to extend our thanks to the Acton Lions Club for serving up a hearty "New England Boiled Dinner" in March, the Littleton Light & Water Departments for their wonderful Annual Senior Luncheon in April, and to the Acton/Boxborough Rotary Club which hosted their famous Barbecue for Acton and Boxborough senior residents in October.

Our aerobics and line-dancing instructors, Phyllis Kennedy and Sam O'Clair respectively, have provided hours of good physical as well as "social" health throughout the year. Their dedication and enthusiasm allow participants to feel welcomed, encouraged and supported. Phyllis teaches exercise classes three times a week and these classes have grown in size and popularity. Sam O'Clair teaches line dancing one morning a week, and we have participants from other towns as well as from Boxborough. The line dancing classes are partially supported by funds from the FCOA and the exercise classes are partially supported by funds from the FCOA and the Recreation Commission. Our popular bridge group, organized by Dean Machamer, continues to take place Thursdays upstairs in Town Hall. The exercise and line dancing classes as well as the bridge group always welcomes new participants.

In April of 2007, the Boxborough Council on Aging applied for and was awarded a \$3,200 grant from the Massachusetts Executive Office of Elder Affairs. A portion of this award was used to defray the cost of printing and distributing the monthly Boxborough senior newsletter. Some of the money was also used to pay for exercise classes and a portion was used for office supplies. The COA is also very appreciative of

CISCO Systems for their cost-saving help, as they printed our senior newsletters the second half of the year at no charge to the Town.

In response to a recent survey sent out to all senior citizens in Boxborough, a Senior Center Task Force Committee was formed in early 2007 to evaluate the need and feasibility of a senior/community center. Several members of the Task Force spent time visiting area senior centers and gathering information from nearby towns. Co-chairs Frank Powers and Karen Smolin provided an initial report of their findings at our May Annual Town Meeting. In October the COA was very pleased to have Emmett Schmarsow, Program Manager for Massachusetts Councils on Aging and Senior Centers, come here from the Executive Office of Elder Affairs in Boston to give a presentation on senior needs, senior centers and future trends for senior citizens and their communities. The Task Force continues to meet in order to keep apprised of any and all senior center/community center possibilities.

2007 was a year in which we saw many more of our seniors participating in COA activities and utilizing our services. The Coordinator, as well as volunteers, provided outreach services to those seniors who were at risk. Home/nursing home visits and follow-up telephone calls were made. The Coordinator worked with the Boxborough community service providers including the Boxborough Police, the Fire Department, the United Church of Christ staff and other professionals in the community to share concerns and coordinate efforts. Free seminars and workshops were held in Boxborough; others were held in Acton, co-sponsored by the Acton and Boxborough Councils on Aging. The Senior Tax Abatement Work-Off Program which affords seniors the opportunity to save on their property taxes by volunteering in municipal offices, the library, the school and the transfer station continues to be advantageous to both our seniors and to our town. The program is administered by the Council on Aging Coordinator; the number of participants has increased from 7 to 41 since the program began in 2001. The town has definitely benefited from the work accomplished by our very capable senior citizens.

The Boxborough Council on Aging would like to thank the many volunteers who willingly gave hours of their time and effort, the Town of Boxborough, the United Church of Christ, and also to the community for their widespread support of senior programs. We also greatly appreciate the financial support of the Friends of the Council on Aging, the Boxborough Recreation Commission and the Acton-Boxborough United Way. It is through these efforts of the entire Boxborough community that we are able to continue pursuing our mission of reaching out to as many of our valued senior citizens and their families as possible.

Respectfully submitted,
Kathie Schwarting, Council on Aging Coordinator

ACTON-BOXBOROUGH CULTURAL COUNCIL
abccinformation@yahoo.com

The Acton-Boxborough Cultural Council (ABCC) was established in 1982 to promote the arts, to help develop cultural programs in the Acton and Boxborough communities and to award and administer Massachusetts Cultural Council (MCC) Grant funds. We are a volunteer committee appointed by the Selectmen of each community, but functioning as a single entity. We accomplish our goals by:

- Reviewing grant applications from individuals, libraries, schools, and arts organizations and awarding MCC grant funds to projects that provide a local public benefit. The ABCC is one of 329 Local Cultural Councils (LCCs) that are funded by the Mass Cultural Council through an annual appropriation by the state legislature.

- Sponsoring annual cultural programs for the Acton and Boxborough communities using grant funds generously designated by the towns' Selectmen – these funds have been used by the ABCC to present jazz and classical music concerts, vocal performances, opera, public art installations and more.
- Advocating for the arts through community outreach and publicity.

The ABCC's Fiscal Year runs from September-June; calendar year 2007 encompasses the second half of FY07 (January-June) and the first half of FY08 (September-December). This Annual Report will detail our FY08 Grant Cycle in which we were able to support 22 individuals, schools, libraries and arts organizations using our MCC state funds. This report will also highlight the many exciting events and programs we produced for our communities in 2007 thanks to the continued financial support from our Boards of Selectmen. Finally, this report will illustrate our continued efforts to advocate for the arts on the state and local level.

ABCC Members

Voting Members

Rachel Lucas, Chair - Acton
 Nancy Gerhardt, Public Relations - Acton
 Pat Myers, Treasurer and Grants Coordinator - Boxborough
 Linda Biyun Zhu – Acton
 Padmaja Kuchimanchi - Acton
 Avril Allard – Boxborough
 Rixin Li, Co-Secretary – Acton (retired October, 2007)
 Elaine Sisler, Co-Secretary – Acton (retired October, 2007)
 Suman Adiseh – Acton (pending appointment as of December, 2007)
 Reshma Singh – Acton (pending appointment as of December, 2007)
 Barbara Estabrook – Acton (pending appointment as of December, 2007)

ABRHS Advisory Board Members (non-voting)

Lauren Burdine
 Ai-Ai Ren

Rachel Lucas of Acton was appointed Chair in January, 2007. We sadly said goodbye to two members in 2007: Elaine Sisler and Rixin Li, both of Acton, retired in October 2007 after over four years of service.

New Acton-Boxborough Regional High School Advisory Board

In 2007 we worked with ABRHS Student/Faculty Support Coordinator Kay Steeves to establish a student Advisory Board (a non-voting body). Board membership was offered to current sophomores who are interested in devoting time and effort to serving their community through promotion of the arts. Two students, Ai-Ai Ren and Lauren Burdine, began working with us in September. This new program has proven highly successful; our Advisory Board members have actively joined in our monthly meetings and have offered valuable services to the Council in the form of event support. We hope to establish the Advisory Board as a permanent addition to the ABCC.

Recruitment

The Council faced a membership challenge in 2007 as several of our members were nearing retirement. We initiated a full-scale recruitment campaign in September including: placing articles in the local newspapers; writing letters to our past Grantees to alert them of our needs; advertising; sending e-mail alerts; passing out flyers; and recruiting through word-of-mouth. Several interested volunteers from Acton have stepped forward as a result of our efforts. No new volunteers have come forward from Boxborough as of this date. We are working closely with the Acton and Boxborough Boards of Selectmen on our continued membership efforts.

Mass Cultural Council (State) Funding for FY08

The ABCC is one of 329 Local Cultural Councils (LCCs) that are funded by the Mass Cultural Council through an annual appropriation by the state legislature. Each fall, we are required to distribute this annual allocation through a grant process. We receive applications for two kinds of grants: 1) LCC Grants that subsidize projects by individuals and groups; and 2) PASS Grants that help subsidize the cost of cultural field trips. We review each application and award funds based on many criteria, the strongest of which is that the project must demonstrate a local benefit.

In calendar year 2007, the ABCC's allotment was \$8,000 (the same amount as our previous grant cycle). We once again did not withhold the allowed 5% of the MCC allocation and made the entire amount available for the community. Additionally, we had \$24.15 in unclaimed funds from FY06 that, in compliance with MCC guidelines, we re-granted this year. The ABCC also unanimously voted to grant an additional \$750 from our own Council funds. As a result, the total amount of grantable funds for FY08 was \$8,774.15.

We faced our most competitive grant season ever. We worked hard to publicize the availability of grants and as a result we received 43 applications requesting a total of \$27,336 in funding (more than three times the amount available). Many new applicants came forward to request funding this year. After making many difficult cuts, the ABCC was able to fund 22 worthy projects.

FY '08 Acton-Boxborough Cultural Council Approved Grants

| Applicant | Project Name | FY08 |
|---------------------------------|--|-------------|
| Longwood Opera | Die Fledermaus in Acton | \$295 |
| Sounds of Stow | 2007-08 Season | \$150 |
| Indian Hill Music | Indian Hill Big Band—A-B Council on Aging | \$445 |
| Parker Damon Steering Committee | Parker Damon International Night | \$400 |
| Sargent Memorial Library | Abigail Adams / Boxboro 225 th Birthday Celebration | \$800 |
| Sargent Memorial Library | Toe Jam Puppet Band Variety Show | \$500 |
| Richard Clark | Shakespeare: Lunatic Lover & Poet—Box COA | \$175 |
| Fitchburg Art Museum | 73 rd Regional Exhibition of Art & Craft | \$150 |
| Network for Women's Lives | V-Day 2008 Production of The Vagina Monologues | \$500 |
| Indian Hill Music | Indian Hill Swing Trio-Acton COA | \$300 |
| Discovery Museums | Acton-Boxborough Free to Explore Weekend | \$500 |
| Conant Elementary School PTO | Visiting Authors Program | \$700 |
| Acton Community Chorus | Winter and Spring Concerts | \$175 |
| Acton Recreation | Teen Repertory Theatre: Grease, The School Version | \$500 |
| New Repertory Theatre | The Crucible for ABRHS students | \$300 |
| Acton Memorial Library | Robert and Helen Creely Poetry Awards | \$500 |
| Hudson Area Arts Alliance | River's Edge Participant & Performance Programs | \$200 |
| Khelmel | Holi! Indian Festival of Colors | \$400 |
| Encore Dance Ensemble | Encore Dance/ Symphony Pro Musica performances | \$400 |
| Richard Clark | And Now Mark Twain / Citizen's Library of West Acton | \$175 |

| | | |
|---------------------------------------|---|-------|
| Suman Adishesu | Indian Classical Ballet performance | \$800 |
| Friends of the Acton Council on Aging | Italian Opera Classes with Martin Segal for Acton COA | \$400 |

TOTAL GRANTED: \$8,765

Local Funding and Council-Initiated Events

The ABCC was once again generously supported by both Acton and Boxborough town funds via warrant articles and line items. The dedication of the Board of Selectmen in both towns is truly remarkable. Acton provided the ABCC, through a Warrant Article, with \$2,000. Boxborough provided \$1,500 for exclusive use in Boxborough.

The level of local support we enjoy is rare among LCC's across the state. We are extremely grateful and constantly acknowledge the support of our two towns to everyone. We are grateful also for the physical support that the two towns provide: meeting spaces, access to the town copiers, etc. We are also thankful for the continued support from our liaisons, Acton Selectman Andy Magee and Boxborough Selectman Kristin Hilberg.

The ABCC initiated several exciting events/projects in calendar year 2007. Funding for these programs came from FY '07 and unspent FY '06 Acton Funds and our own fundraising revenue. We used our Boxborough allocation to fund an event at Fifer's Day and a circus program at the Sargent Memorial Library. Following are details on Council-initiated events in 2007:

1. FY07 Grantee Reception -- March 9, 2007

The ABCC held its 2nd Annual Grantee Reception at Sargent Memorial Library in Boxborough. This annual reception provides a valuable opportunity for Grantees to meet, to publicize their projects, and to network with other arts-minded individuals and groups. FY07 grantees were invited to attend, along with our state and local legislators. Each grantee received an official ABCC certificate. Representative James Eldridge, Boxborough Selectman Rebecca Neville, and MCC Representative Jennifer Shadlick spoke at the event. The Beacon ran a photo after the event.

We were delighted to announce during the reception that one of our grantees had received a Gold Star Award from the Mass Cultural Council. This prestigious award gives statewide recognition to one of our hometown projects and highlights the need for continued state funding of the arts. Our local Gold Star winner was the Acton Memorial Library, for the Robert Creeley Poetry Award program.

2. iCircus at the Sargent Memorial Library, Boxborough -- May 14, 2007

The ABCC brought the circus to town with a fun afternoon of acrobatics, juggling and magic at the Sargent Memorial Library. The talented iCircus troupe from Ithaca College performed to a standing-room only crowd and taught children of all ages tumbling skills, a take-home magic trick and juggling!

3. 2nd Annual Storyteller's Tent at Fifer's Day, Boxborough -- June 16, 2007

The ABCC sponsored a Storyteller's Tent at Fifer's Day for the second year in a row. We hired two costumed storytellers— Andrea Lovett (pictured below, left) and Merrill Kohlhofer (right), who brought to life original tales from the American Revolution.

4. Die Fledermaus, Presented by the Longwood Opera Company, Acton -- November 2, 2007

For the fourth consecutive year the ABCC brought the Longwood Opera Company to Acton. This year's performance of Die Fledermaus was fully costumed and staged in English with piano accompaniment. This event attracted an audience of nearly 70. Courtesy photos from the Longwood Opera:

5. "Our World" Cultural Series -- October 2007-June 2008

ABCC initiated a year-long festival of cultures in 2007 called "Our World." This series of 6 events recognizes and highlights the unique cultures right here in our towns. These events are being produced at the Acton Memorial Library in collaboration with the Library Board of Trustees; Marcia Rich, Library Director; Dean Charter, Municipal Properties; ABRHS; and the Town of Acton.

The "Our World" schedule is as follows: An Evening of Native American Traditions (September 21, 2007); Brazil Day (October 21, 2007); India Day (December 9, 2007); China Day (Feb. 9th, 2008), Russia Day (April 13, 2008) and a Grand Finale Steel Band Concert (June 11, 2008). Each event features the food, music, dance, craft and artistry of each unique culture.

In 2007 we successfully launched the first three events and the fourth event is well into the planning stages. The local Brazilian, Indian and Chinese communities have all stepped forward to offer their help in coordinating these events. We could not have anticipated the wholehearted support shown by the local cultural communities so far; we have been surprised and delighted as this participation clearly illustrates that we are serving a public need for these communities which is one of our objectives as a Cultural Council. The local newspaper, The Beacon has also recognized the value of these events to their readership and has covered each one with a front-page photo spread.

Submitted by:

Rachel Lucas, Chair

Acton-Boxborough Cultural Council

ACTON-BOXBOROUGH CULTURAL COUNCIL



2007 – The Year in Pictures

Die Fledermaus, Presented by the Longwood Opera Company -- November 2, 2007:
(Courtesy photo, Longwood Opera)



2nd Annual Storyteller's Tent at Fifer's Day, Boxborough -- June 16, 2007 -- Storyteller Merrill Kohlhofer brought to life original tales from the American Revolution.



"India Day" -- December 9th, 2007: This premiere event included dancing, crafts, puppetry and food, part of the ABCC's year-long "Our World" celebration at the Acton Memorial Library.



iCircus at the Sargent Memorial Library, Boxborough -- May 14, 2007: The ABCC brought the circus to town with a fun afternoon of acrobatics, juggling and magic by the talented iCircus troupe.



Presentation of the Gold Star Award -- March 9, 2007: Jennifer Schadlick of the MCC (far right) and Rachel Lucas of the ABCC (third from left) present the prestigious Gold Star Award to representatives of the Acton Memorial Library; from left: Frank Flowers, Bob Clawson, Library Director Marcia Rich and Library Trustee Frank Joyner.

PUBLIC CELEBRATIONS COMMITTEE

The Public Celebrations Committee, in conjunction with other groups within the town, coordinates public activities and celebrations for the citizens of the town and engages in various projects to preserve the nature and heritage of Boxborough.

This year we again had some personnel changes. We would like to thank Karin Evans for all her hard work, and we would like to welcome Owen Neville as our new member.

Memorial Day was celebrated with the traditional parade. The route took marchers along Hill Road to the North Cemetery, down Middle Road to the War Memorials at Town Hall and down Stow Road ending at South Cemetery. At each cemetery stop the names of deceased veterans were read by Don Morse, remarks were made, and the Minutemen fired a musket salute.

At North Cemetery, Pastor Tim Knapp of Mt. Calvary Lutheran Church in Acton led us in a moment of reflection. At Town Hall, we heard from our State Senator Pam Resor and our State Representative Jamie Eldridge. We also heard a short speech by Reverend Ute Molitor, pastor of United Church of Christ, Congregational in Boxborough. At our last stop at South Cemetery, we had the two winners of our essay contest read their entries. They were Tori Nelson and Lana Scholtz, both 5th grade students at Blanchard.

Marchers included the speakers, veterans, Boxborough Selectmen, Boxborough Minutemen, the Blanchard Band directed by Chris Baird and Cesar Garde, the Acton-Boxborough R. J. Grey Junior High School Band directed by Mark Hickey, the Fire Department and Scouts.

Fifer's Fair, held on June 16, was a collaborative effort of the Celebrations Committee, the Boxborough Minutemen and the Recreation Commission.

The parade from Blanchard School to Flerra Field featured many of the same participants as the Memorial Day parade, plus Minuteman units from Acton and Stow, floats, bicycles, decorated strollers, and antique cars. We had Benjamin Barnard representing Luther Blanchard, and we had Grace Bosworth as Lucie Hager. Parade Marshal this year was Dave Birt. The Golden Fife Award was given to Cesar Garde in recognition of his faithful service to the town and the Blanchard Band.

The Holiday Tree Lighting ceremony was held on Saturday December 1st at 4:30pm at the corner of Middle and Hill Roads. Despite the frigid night, all enjoyed the tree lighting and refreshments on the front lawn of the Boxborough Museum. Barbara Wheeler was our honored tree-lighter this year. Chris Baird led the Blanchard School Brass Ensemble and Margie Callaghan led the Blanchard Chorus, to guide the crowd in song. We would like to thank the Historical Society for the use of the Museum and the Boxborough firefighters for providing alternate transportation for Santa Claus.

New this year we had some extra activities going on. The town is celebrating its 225th anniversary in February, and the Committee has been helping out with planning for that. We worked with the Minutemen to plan the Boxborough 225th Birthday and Founder's Day Dance. We also worked to create and print a Boxborough town flag.

We are especially gratified at the number of residents of the town who are joining us at these celebrations. Coming together in these "small town" events is part of what makes Boxborough a great place to live!

We would like to take this opportunity to thank the Town Hall staff, Police Department, Fire Department, Highway Department, Cemetery Department, Blanchard Memorial School and the Acton-Boxborough Regional Schools for their continued support at our events.

Public Celebrations Committee: Sharon Garde (Chair), Frances Anderton, Kim Bowers, Owen Neville, Laura Rakauskas

RECREATION COMMISSION

The Recreation Commission is responsible for development and implementation of recreational programs for the citizens of the Town of Boxborough. It is also responsible for the management of recreational activities at Flerra Meadows fields. Members of the Commission were: Kevin Lehner, Mike Murphy, Chris Noble, Susan Reuther, Matt Rosner, Victor Tremblay and Todd Webber at the end of the year, the Commission changed to Kevin Lehner, Lisa McElroy, Chris Noble, Sue Reuther and Victor Tremblay. We are looking for new members. The Commission sponsors programs during the winter, spring and summer months for the youth of Boxborough. The winter program includes kid's games, soccer, basketball and gymnastics. These programs emphasize basic fundamentals and fun associated with participation in youth sports activities. A summer playground program is available for town elementary school age children.

To further contribute to the community, the Commission attempts to employ residents of the town to conduct the programs. Information concerning enrollments in the program is distributed through the elementary school and Town Hall.

Winter Recreation Program (Saturday)

Each year the Recreation Commission conducts a Saturday recreation program for approximately ten weeks during January, February and March. The program is available to Boxborough children of kindergarten through elementary school age. Residents need not attend the Blanchard School to participate in the program. The program offers basketball, soccer and a combination "all-sports" program. The program is conducted at the Blanchard School Gymnasium. Tom Sandock directed this year's program and there were approximately 88 registrants for all sessions.

Gymnastics

The Gymnastics program runs for approximately ten weeks during January, February and March. The program is available to all Boxborough children kindergarten through second grade. Residents need not attend Blanchard School to participate in the program. The program offers elementary gymnastics instruction on mats, beam and parallel bars. The program is conducted at the Blanchard School Gymnasium on a weekday afternoon. Kristin Sandock directed this year's program and there were approximately 29 participants.

K – 6th Grade Summer Playground

A summer playground program is available to children in grades K through 6. The program consists of well-supervised games, sports and creative activities. It is held mornings during the month of July and utilizes the grounds at Flerra Field. Teachers from Blanchard have run the popular program for the past three years with many local high school and college students helping as counselors. Lauren Grady, Kristin Sandock and Joanne Mills directed this summer's program. There were 309 registrants for the two sessions.

Adult Basketball

The Commission sponsors an adult basketball program. The program is held at the Blanchard School gymnasium during a weekday night and is open to all adult residents of the town.

Regional Pool And Gym Facility

The Acton Boxborough Regional High School pool and gym facilities are available to residents of Boxborough for their recreational use. The Acton Boxborough Community Education program sponsors swimming lessons in the summer and both winter and summer swim teams. For more information on these Programs, residents should contact the Community Education Office (978-266-2525).

First Aid & CPR

The Commission sponsored the training of the directors of the Winter and Summer Programs in First Aid and CPR by the Fire Department. We also offered this course to residents of Boxborough and Acton for a fee of \$25 per course payable to Boxborough Professional Firefighters Association (BPFA). First Aid kits were supplied to the directors of the Winter programs. The Commission will restock the kits for the directors of the Summer programs 2008. We hope to continue this activity working with the Fire Department to offer these programs to all Boxborough and Acton residents in 2008.

Future Plans

- Rec Com should investigate the interest and value of developing a town outdoor skating pond.
- Rec Com should investigate ways of providing greater support to the developing senior community in Boxborough. Investigation should include the value of using the senior van.
- Rec Com should investigate any methods of linking youth and senior programs for the mutual benefit of both, including hiring paid youth staff to provide company/services to seniors.
- We hope to rest more fields in the near future.
- Not many plans for anything else until we recruit some new blood to the Rec Comm with new ideas.

STEELE FARM ADVISORY COMMITTEE

The Steele Farm Advisory Committee advises and assists the Board of Selectmen in managing, maintaining and planning for the future of Steele Farm, a municipal property. The Committee strongly supports protecting the historic farmstead, preserving the open space and habitat, continuing agricultural activity, and encouraging public access to the property. Noteworthy items from 2007 include:

- In an effort to ensure future holiday tree sales, Committee members planted 100 seedlings on the southwestern upland of Steele Farm.
- Several minor maintenance projects were performed on the house and barn.
- As an Eagle Scout project, Will Neville constructed six picnic tables and donated them to Steele Farm.
- Thanks to Don Morse for haying the large field in late July. This maintains the appearance of the hayfield, makes the field attractive to ground-nesting birds, and continues a tradition of productive agriculture on the property.
- The Board of Selectmen gave its approval for the Committee to pursue the placement of a Conservation Restriction and Historic Preservation Restriction on Steele Farm, which would protect the open space and historic farmstead, while allowing continued public access and agricultural activity on the property.
- On Community Service Day, a team of eighth graders from R. J. Gray Junior High cleaned up a large section of stone wall running along the eastern border of Steele Farm, and performed trail maintenance on adjoining conservation land.

- In November, a crew from the Central Mass. Mosquito Control Project (CMMCP) opened a drainage ditch at the south end of the hayfield and removed much silt and debris from the intermittent stream which runs along the western edge of the hayfield. In addition to eliminating mosquito breeding areas, this will improve access for walkers, horses, and farm equipment in sections where drainage has been deteriorating in recent years.
- In December, the Committee held another very successful tree sale, which provided needed funds to support Steele Farm. We express our appreciation to those who volunteered to work at the sale, or brought food and refreshments, and to all those who came out in the snow and purchased trees.
- Thanks are again due to the DPW for the very significant maintenance work which the department performs at Steele Farm, including maintaining the trails and farmhouse grounds, chipping wood debris from the tree sale, and brush-hogging the area around the stream to facilitate access by the CMMCP backhoe.

Respectfully submitted,
Bruce Hager, Chairman

SARGENT MEMORIAL LIBRARY

2007 was another busy year at the library. 514 new patrons were welcomed into the library. We had over 67,000 visitors. Through the library website, www.boxlib.org, which had over 47,000 hits in 2007, patrons find answers to many of their questions, may request and renew library materials, access available databases, browse the library catalog, access their own Reading History, or learn about upcoming programs. Circulation (items checked out and renewed) has risen significantly to 105,620 items per year. We have more than doubled our circulation since opening the new building. We have also added more of those materials most requested by Boxborough patrons: unabridged audio books on CD, large print books, DVD's and learning to read materials. Library users may access the internet from our Wi-Fi (wireless fidelity) building using the library computers or their own laptop computers. The purchase of EventKeeper calendar software enables the web visitor to view upcoming library programs. The library also has access to a large number of online databases which provide students, researchers, and other users with access to magazine and newspaper articles, reference book entries, profiles, and statistics on a wide variety of subjects. These databases are available through the library computers as well as remotely through the home or office computer by typing in the patron's Sargent Memorial Library card number. Access to these databases is made possible through the library's membership in the Central Massachusetts Regional Library System, the Central/Western Massachusetts Automated Resource Sharing network and the Massachusetts Board of Library Commissioners. (CMRLS, C/WMARS and MBLC, respectively.)

The Sargent Memorial Library has become more of a community center with each passing year. From town committees and boards, local volunteer groups and clubs, A/B school and sports associations, parent and child groups, local homeowners associations, Boy Scout and Girl Scout troops, and tutoring, home schooling, and continuing education classes, the library's meeting rooms have seen greater and greater use in 2007. The library provides the rooms and its facilities as a free service to non-profit community organizations. In addition, local artists and ABRHS and Blanchard Memorial students displayed their talents by exhibiting their work at the library throughout the year. This year the library received two programming grants from the Acton-Boxborough Cultural Council. We were privileged to hold the annual ABCC grant recipients reception at the Sargent Memorial Library. Working with the Council on Aging Coordinator, the library hosted monthly movies, computer instruction, tax preparation classes, and several informative programs for Boxborough's seniors. The monthly library book group has now been meeting for eight years. New members are always welcomed.

Adult programming continued to be a special focus during 2007. The Muses Celtic Band performed an evening of Irish and Scottish music, gourmet and cookbook author Norma Chang returned to Boxborough with her “Garden to Wok: Growing and Cooking Chinese Vegetables” program, mystery author Bill Tapply was one of the participants of the Mystery Writers Panel discussion, poets Moira Linehan and Mary Pinard visited the library for an emotional Evening of Poetry, Anastasia Goodstein, author of “Totally Wired: What Teens and Tweens Are Really Doing Online,” gave an informative presentation to parents, and the wonderful ABRHS Madrigal Singers entertained at year end with a concert of traditional Christmas music.

Programs for children and young adults continue to thrive and grow. Magician Scott Jameson, former Moscow Circus performer, Benjamin the Clown, the Commonwealth Ballet’s Nutcracker reading, I Circus, musicians and storytellers, Davis Bates and Roger Tincknell, and Farmer Minor and his live pig Daisy all had record breaking attendance at their wonderful programs to entertain the families of Boxborough. The Sargent Memorial Library “was the best place to be” on the July evening the final Harry Potter book was released as a capacity group of teens and pre-teens counted down the minutes from 9 p.m. to midnight. The library continued its participation in the Statewide Summer Reading Program. This year’s theme, “Catch the Beat @ Your Library” included many performances, programs and events throughout the summer. A wonderful community evening ended the program as families gathered on the library patio and lawns for the annual ice cream social. Library staff members visited Blanchard Memorial School to participate in the Community Read Aloud program, and visited most Blanchard library classes to encourage students’ participation in the value of summer reading. Four monthly library book groups for students from grades 1-8 were well attended. A Teen Advisory Board was formed and special teen programming and movies were held to encourage library use by Boxborough’s young adults.

The generosity of Friends of the Boxborough Library continues to fund programs, activities, and all museum passes at the library. This year the Friends purchased several new museum passes: Boston Children’s Museum, Peabody Essex Museum, DeCordova Museum, Concord Museum, Tower Hill Botanic Garden, Mass Audubon (Drumlin Farms) and the New England Wildflower’s Garden in the Woods. Everyone is welcome to join the Friends of the Library. It is a great way to support your library and town. For more information about the Friends, check out our website www.boxlib.org or pick up a brochure at the Library. The Sargent Memorial Library Foundation has continued with its Annual Fund efforts, with all proceeds directly benefiting the library’s collection of materials, supplementing the MBLC’s required acquisition percentage. Library volunteers, including several in the Senior Tax Work Off program and ABRHS students fulfilling community service requirements, worked 736 hours at the library in 2007.

The hard work and dedication of all library staff members, Judy Reiter, Ruth Hamilton, Ramika Shah, Joanne Parker, Marion Powers, Claudia Murphy and Children’s Librarian, Heather Wilkinson, are responsible for the successful year the library experienced in 2007. Thank you to our Library Trustees, Chair, Janet Glidden, Rob McNeece, Elaine Garabedian, Sandy Haber, Janet Tyndall, and Mary Brolin for their continued support and commitment to the library. This report proves that the library is not just a place to borrow books; it is a state-of-the-art facility with capable and experienced Board of Trustees and staff that provides enrichment to the cultural, educational and leisure lives of Boxborough residents.

Respectfully submitted,

Maureen Strapko
Library Director

BLANCHARD MEMORIAL SCHOOL

The 2006-07 year was a year of change and achievement in the Boxborough School District. The Leadership team of: Dr. Curtis Bates, Superintendent/Curriculum Director; Ms. Maryellen Driscoll, Principal; Dr. Sandy Daigneault, Director of Pupil Services; and Mr. Charles Mahoney, Business Manager completed a very successful year under the new administrative structure.

The Blanchard School eagerly welcomed the following new staff members for the 2007-08 school year: Ms. Susan Charpentier, Kindergarten Teacher; Ms. Amy Cormie, Grade One Teacher; Mr. Daniel Shanahan, Physical Education Teacher; Ms. Lannon Twomey, Speech and Language Pathologist; Ms. Lisa Phillips; Speech and Language Pathologist; Betsy Peterson, Instructional Technology Specialist; Catherine Natale, English Language Learner Teacher; Karen Sheppard, Music Teacher; Michael Mehigan, Special Education Paraprofessional; and Alana Askey, Special Education Paraprofessional. We also had the following staff members reassigned to new positions: Mary Hogan, Grade One Teacher; Priya Shanker, General Education Paraprofessional and Cafeteria Aide; and Deb Miller, Special Education Paraprofessional.

Blanchard Memorial School is a very active and vibrant center of the Boxborough community. The excellent teachers and curriculum provide outstanding educational opportunities for the children in the pre-kindergarten through sixth grade. The 2006-07 school year ended with an enrollment of 544 students. The 2007-08 school year began by welcoming 28 choice students from neighboring school districts. On October 1, 2007, we recorded an enrollment of 548 students. In the fall, the school hosted open houses and curriculum information nights for both the primary and intermediate grade levels.

Staff members continue to concentrate their professional development activities on:

- The improvement of writing and math instruction based upon research based strategies.
- The review of scientifically researched based reading instructional programs developed by *Houghton Mifflin* and *Scott Foresman*. Teachers will be evaluating both reading programs to determine how the programs correlate with the Massachusetts English Language Arts Curriculum Frameworks, and best meet the five core areas of reading instruction: Phonemic Awareness, Phonics, Fluency, Vocabulary, and Text Comprehension.
- The development to improve instruction through the use of technology.

The Blanchard music program continues to be a significant part of the life of the school. We have 107 students involved in our choral program and over 118 band members who all study their instruments with private teachers. We congratulate the following performers who were wonderful representatives of Blanchard at the Massachusetts Instrumental and Choral Conductors Association (MICCA) Spring Festival for their high caliber of musical talent and recognition:

- Woodwind Ensemble, received a Gold Medal
- Brass Ensemble, received a Gold Medal
- Flute Solo, received a Gold Medal
- Clarinet Solo, received a Silver Medal

Other after school activities include soccer, basketball, gymnastics, and Destination Imagination. Six teams from Blanchard participated in the Destination Imagination regional tournament in Ayer where teams demonstrated their time management, critical thinking and problem solving skills. Three teams went on to represent Blanchard at the State finals at Worcester Polytechnic Institute. To assist in

building a positive school culture, Blanchard hosts a Community Meeting once a month where all staff and students end the day together sharing interests and talents.

Laura Estrada and Kathy Thomas are the co-chairpersons for the newly formed Boxborough Special Education Parent Advisory Council which began meeting and sponsoring informational programs during the school year. The Special Education PAC is a state-mandated group made up of parents or any interested parties who meet on a regular basis to advise the school district on the education and safety of students with special needs, as well as provides other resources for children with disabilities and their families

Blanchard School continues its paper recycling program. The entire school participates in this project-based learning experience. Working in small groups, 6th grade students have the responsibility of doing weekly recycling collections throughout the school. During 2007, the school collected 41.62 tons of paper and received \$483.69. Blanchard also recycles cardboard, which is picked up once a week by the Boxborough Department of Public Works and is brought to the Transfer Station to support the town's recycling program. Abitibi Consolidated Recycling Division presented the Blanchard Memorial School with a certificate of recognition for their outstanding efforts in recycling. Accepting the certificate, on behalf of all the students and staff, at the June school-wide Community meeting, were Ms. Maryellen Driscoll, Principal and Ms. Liz Sheldon, Technology Integration Specialist. The Boxborough Conservation Commission recognized the school's recycling efforts by presenting the school with a banner to advertise our recycling program. We are very grateful to the Boxborough community members for their continued support to this project by dropping off their recyclable paper.

Blanchard Memorial School's successes could not be realized without the support of a very active parent volunteer program. Ellen Sathe, Sarah Briones and Suzanne Loonie coordinate the Blanchard Parent Volunteer Program which organizes Room Parents and Academic Volunteers for each classroom. The Parents, Teachers, Friends (PTF) Organization is also a very active and supportive group. Mary Brolin serves as President. This group organizes a variety of fundraisers which support programs for students at Blanchard. It also awards approximately \$15,000 in teacher grants for specific activities and enrichment programs.

This year, the School Committee authorized the establishment of two sub-committees:

1. Extended Day Program – to research the feasibility of the Boxborough School District maintaining its own extended day program.
2. Declining Enrollment/Full-day Kindergarten – to develop a five-year plan to address declining enrollment and research the feasibility of establishing a full-day kindergarten program.

We wish to thank and recognize the Boxborough School Committee for their leadership and guidance. These members continue to support the numerous programs and the budget needs for the students of Boxborough. We also wish to thank residents and other town leaders of Boxborough who generously appropriate the needed funding in the FY'08 budget to help maintain a quality educational program.

On behalf of the Boxborough School District's Leadership Team, I wish to thank the Blanchard students, staff, parents, School Committee members, town leaders, and community members who continually assist in making our daily endeavors a rewarding and enjoyable experience.

Curtis A. Bates, Ed. D.
Superintendent/Curriculum Director

Grants

(Submitted by Charles F. Mahoney, School Business Administrator)

The Blanchard Memorial School continues to look and apply for a range of state and federal grants. Grants include: **Teacher Quality Grant**, used to provide professional development that will improve content knowledge and instructional practices, to recruit and retain highly qualified teachers, to increase the number of highly qualified teachers, funds technology workshops, writing workshops, Dynamic Indicators of Basic Early Literacy Skills (Dibels) training and Math Concepts training; **Enhanced Education Through Technology Grant** used to provide professional development in the use of technology, to promote curricula and strategies that integrate technology, to use technology to improve academic achievement and competence; **Special Education Entitlement Grant** used to provide eligible students with funds and activities essential for their success, funds Occupational Therapist for Preschool, K-6, Physical Therapist and part of a SpEd Paraprofessional; **Special Education Early Childhood Grant** used to provide high quality, inclusive programs for preschool and kindergarten students, to support transitions from Early Intervention to preschool and kindergarten, partially funds Preschool paraprofessional; **Special Education Program Improvement Grant** used to enhance our special educator induction programs, funds Mentoring program; **Title I** funds used to provide support services toward achieving the standards of the curriculum frameworks, partially funds Math Specialist; **Safe and Drug Free Schools** used to help support a safe and drug free learning environment and to develop behavioral interventions as part of the classroom management, funds Crash texts and Second Step support materials; **Title V** used to fund educational reform and school improvement needs. State and Federal Grants for this current school year totaled **\$176,896**.

Blanchard also received funds from the Littleton Electric Light and Water Departments in the amount of \$5,000 to be applied towards science purchases.

Library

(Submitted by Connie Long, Library Media Specialist)

The focus of the school library program is to provide programs and services that are centered on information literacy and that are designed around active, authentic student learning. Information literacy is the ability to access, evaluate, interpret, appreciate and communicate information from a variety of sources and formats coupled with ethical practices and behavior to become socially responsible citizens. It is our goal that students become successful independent learners, critical thinkers, and problem solvers. Another goal of the library media program is to lay a foundation for love of reading and to foster an appreciation of literature. The objective is to develop the habit and enjoyment of reading and learning, and the use of libraries throughout each student's life.

Every student and staff member at the Blanchard Memorial School has access to the library media center. Students come with their class to the library on a weekly basis to check out books and participate in lessons that integrate literacy, library and technology skills with the school curriculum. Students select books to read for both pleasure and information. School staff members also check out books and other resources to support their teaching. Classroom teachers bring classes to the library where Mrs. Long and classroom teachers work with students to conduct research. During open blocks, teachers also schedule the library for student computer use. The library has been designed to meet the very diverse needs of the broad age and interest range found at Blanchard Memorial School. It has a flexible space with a child-friendly story area which is used by our primary students to take part in lessons and participate in

activities while at the same time several older students can use the computers and select materials. The library space is used after school by the Boxborough community for meetings and group activities.

This fall, the library was awarded a PTF grant for a new library reading terrace. The new library seating greatly adds to the aesthetics of the library, creating a more welcoming and comfortable environment. The design of the unit has increased students' focus and attention during lessons. It's been an important improvement to our library, one that students will interact with and enjoy for many, many years to come. At the present time, the library has over 11,500 titles. Mrs. Long is continually working to maintain a collection that is curriculum relevant, enhances classroom thematic units, and appeals to student interests. On an ongoing basis, she orders new titles as well as weeding old. New titles are considered for purchase based on a number of criteria. These include, but are not limited to: support of standards based curriculum, student interest, award winners, and teacher/student requests. All the new books we receive are processed and entered into our automated Winnebago Spectrum System. Students are taught the skills necessary to use this search tool starting in the third grade. It is a valuable tool used by students and library workers to find that "just right" book.

Mrs. Long continues to refine a comprehensive scope and sequence for the information literacy program at the Blanchard School. Additionally, the library program supports classroom learning by integrating the Massachusetts Curriculum Frameworks into lessons that are taught in library. Priya Shankar was the Library Assistant during the first half of the year. She provided an important service by completing a myriad of administrative tasks along with providing services to students and teachers. With the loss of the library assistant position this fall, Mrs. Long recruited and now manages a corp of over twenty-five volunteers who help to fulfill the tasks that the library assistant used to perform. Mrs. Long is grateful for volunteers and their tireless efforts to maintain a well-run library. Mrs. Long also wishes to extend her thanks to the faculty, administration, and the PTF for their support. She would also like to thank the Boxborough community, which continues to recognize and provide the resources that help to make the Library Media Center a place where students are challenged to reach their full potential in an environment that nurtures lifelong learning.

The Massachusetts Comprehensive Assessment System

(Submitted by Dr. Curtis A. Bates, Superintendent/Curriculum Director)

The Massachusetts Comprehensive Assessment System (MCAS) is a key component of the Commonwealth of Massachusetts Department of Education initiative to improve the achievement of every child in our state. The MCAS is designed to meet the requirements of the Education Reform Law of 1993. This law specifies that the testing program must:

- test all public school students in Massachusetts, including students with disabilities and limited English proficient students;
- measure performance based on the Massachusetts *Curriculum Frameworks* learning standards;
- report on the performance of individual students, schools, and districts.

The MCAS program is used to hold school and districts accountable, on a yearly basis, for the progress they have made toward the objective of the *No Child Left Behind* Law that all students be proficient in Reading and Mathematics by 2014.

For the academic year 2007-08, the Commonwealth of Massachusetts Department of Education is continuing to reconcile aspects of the 1993 Massachusetts Educational Reform Law with the 2001 Federal reauthorization of the Elementary and Secondary Education Act (ESEA) and the requirements established under the federal legislation of *No Child Left Behind* (NCLB). 2006 was the first year that students in grades three through eight throughout Massachusetts were required to participate in English Language

Arts and Mathematics assessments. The goal of the continuous yearly assessments will be for each school and district to begin to develop year-to-year comparative analysis of grade level and individual student progress. Also, in the Spring of 2007, our fifth grades students participated in question tryouts in History and Social Science. No student, school, or district results were reported for the question tryouts.

Performance and improvement ratings for Massachusetts public schools and districts are issued every two years. Ratings are based on aggregate student performance on the MCAS tests. Performance is measured using a Composite Performance Index (CPI), a measure of the distribution of student performance relative to attaining proficiency. The ratings are used to track schools' progress toward meeting the goal of all students achieving proficiency in English Language Arts and Mathematics. The 2007 English Language Arts Cycle V Performance Rating for Blanchard is *Very High*. The State Target was 85.4, Blanchard's CPI was 95.1. The 2007 Mathematics Cycle V Performance Rating for Blanchard is *Very High*. The State Target was 76.5, Blanchard's CPI was 95.2. MCAS results have been reported to parents, Blanchard staff and administration. The results have been analyzed by members of our Curriculum Committees, MCAS analysis teams, and administration to assist in identifying areas of student success and challenge.

Below, are samples of the overall Blanchard Memorial scores for 2007. It is important to note that parents and teachers are provided much more detail to grade level and individual student scores, in a variety of skill and content topics and subtopics:

- 82% of our Grade 3 students scored in the *Above Proficient/Proficient* ranges for Reading, while 3% were in the *Warning* range. The state-wide scores were 59% and 9%.
- 93% of our Grade 3 students scored in the *Advanced/Proficient* range for Math, while 1% were in the *Warning* range. The state-wide scores were 60% and 16%.
- 79% of our Grade 4 students scored in the *Advanced/Proficient* range for English Language Arts, while 0% were in the *Warning* range. The state-wide scores were 56% and 10%.
- 76% of our Grade 4 students scored in the *Advanced/Proficient* range for Math, while 0% were in the *Warning* range. The state-wide scores were 48% and 13%.
- 84% of our Grade 5 students scored in the *Advanced/Proficient* range for English Language Arts, while 2% were in the *Warning* range. The state-wide scores were 63% and 9%.
- 90% of our Grade 5 students scored in the *Advanced/Proficient* range for Math, while 2% were in the *Warning* range. The state-wide scores were 51% and 18%.
- 89% of our Grade 5 students scored in the *Advanced/Proficient* range for Science and Technology/Engineering, while 2% were in the *Warning* range. The state-wide scores were 51% and 12%.
- 86% of our Grade 6 students scored in the *Advanced/Proficient* range for English Language Arts, while 4% was in the *Warning* range. The state-wide scores were 67% and 7%.
- 86% of our Grade 6 students scored in the *Advanced/Proficient* range for Math, while 8% were in the *Warning* range. The state-wide scores were 52% and 20%.

In Boxborough, the review of MCAS test scores is seen as one of many ways to assess student progress and the success of our educational program. We will continue to take a systematic and disciplined approach to curriculum alignment and student instruction for the MCAS. Areas of improvement are identified and the MCAS analysis teams, committees, and administration design ways to implement research based "best practice" adjustments to the curriculum or instructional methods. We continue to align our curriculum with the Massachusetts State Frameworks and provide the knowledge and skills students need to be successful in all areas of academics, as well as standardized testing. The reasoned approach to data driven adjustments to curriculum and instructional methods is afforded to us because of an outstanding faculty and staff with a history of educational success, a supportive community, and children who respond positively to the quality education that the community of Boxborough expects. It is

our hope that the Town of Boxborough will continue to support the quality education it has valued in the past, and that students' academic and social growth will continue to thrive.

Parents, Teachers and Friends (PTF)

(Submitted by Mary Brolin, President)

The Blanchard PTF is a volunteer organization comprised of parents, teachers, and friends. It has two primary roles. The first role is to provide programs and materials that enhance the educational, cultural, and social experiences of the children at the Blanchard Memorial School. The second role is to serve as a liaison between the home, school, and community. The PTF strives to accomplish this by maintaining open and consistent communication between the PTF and the Superintendent, Principal, teachers and staff at the school.

The Blanchard PTF is a nonprofit organization with all revenue generated by fundraising and donations supporting a comprehensive array of enrichment programs and materials used in every grade level throughout the school. Fundraising programs for the 2006-2007 school year generated over \$21,000 and included: a 50/50 raffle; fall mums sale; fall gift wrap sale; spring annuals sale; shopping days at Learning Express and Donelan's in Acton, Cambridgewear and Kitchen Outfitters, and Willow Books; and Boxtops for Education. Family donations for 2006-2007 were \$4,135. The Blanchard PTF funds a variety of enrichment opportunities including science, art, music, technology, the school library and the Destination Imagination Program.

In addition, the PTF contributes financial support to the PTF Grants Program. The PTF Grants Program, which was established in 2000, awards grants in response to worthy written proposals submitted by members of Blanchard community. Grant proposals may be submitted for one of three deadlines during the school year (usually, October, January and April), and can be for any educational purpose, such as classroom enrichment activities (as opposed to core curriculum that is publicly funded by state and local resources), special equipment or supplies not found in the school operating budget, or professional development. Each year, a grants review committee is elected and is comprised of two teachers, three parents and two members of the PTF Board of Directors. The committee meets to review all grant proposals and issues written responses to all applicants within thirty days of the grant proposal deadlines. During the 2006-2007 school year, the PTF Grants Program awarded 13 grants totaling over \$12,200. Among the grants awarded were: support to the Blanchard Drama Club for its production of Annie, nutrition study materials for grade 3, two color laser jet printers, two Smartboards, 2 LCD projectors, 2 mobile personal computer stations, math software games, planting centers, a laminator, support for the 6th grade class gift of an outdoor classroom, and a table for the copy room.

The Blanchard PTF, which became incorporated in 2003, is led by an elected Board of Directors and holds regularly scheduled general meetings throughout the school year. There is no membership fee and all Blanchard parents, teachers and friends in the Boxborough community are welcome and encouraged to attend. One purpose of these meetings is to provide participants the opportunity to exchange ideas and concerns with other members and with the Superintendent, Principal and other members of the Blanchard staff. At each meeting, the PTF budget is reviewed and discussed. A vote is taken, when necessary, to allocate PTF funds for specific requests. Upcoming social and fundraising events are also discussed as well as other pertinent PTF business. In addition, various guest speakers are invited to address the participants and may present information on a variety of topics, including existing or new academic programs, the MCAS exams, the school budget, health issues and the like.

The Blanchard PTF continues to recognize the importance of sponsoring social events that provide a safe and fun environment for Blanchard families and friends to enjoy. Among these events are the annual Pumpkin Walk, Bingo Night, Blanchard Night at a Worcester Sharks Hockey game, and the Mother's Day table. The PTF sponsors a Seniors' Luncheon each Fall, providing Boxborough's senior citizens with

a delicious meal prepared by Blanchard families as well as a musical performance by some of Blanchard's many instrumental or vocal performance groups. In February, the PTF sponsors the annual Teacher and Staff Appreciation Luncheon, at which time Blanchard families take part in preparing a lunch to express their thanks and appreciation for all that the staff and teachers do for the children and families of the Blanchard Memorial Elementary School. Throughout the year, the Hospitality Committee provides refreshments for a variety of events, including kindergarten screening and orientation and sixth grade graduation.

Another way in which the PTF supports the community is by presenting scholarships to Blanchard Alumni who graduate from the Acton-Boxborough Regional High School and who have made significant contributions to the Boxborough community. In 2006-2007, the PTF awarded two \$1,000 scholarships.

Approximately monthly, the PTF publishes a newsletter, The Blanchard Bits, which serves as its main instrument of communication between school and home. The 2006-2007 school year constitutes its twelfth year of publication. It contains valuable information regarding school programs, important school news, upcoming events and town-wide notices, as well as articles contributed by the Principal, School Committee and members of the Blanchard staff, the PTF, and various community groups. Copies of the newsletter are available at various locations around town; it can also be downloaded from the school web site. The PTF also publishes an annual school directory as a convenience for Blanchard staff, students and their families.

The PTF Board wishes to thank every single volunteer from our committee chair people to our parents and friends who help out with copying, providing food, and making calls – all of which make our programs so successful. Fun and worthwhile volunteer opportunities abound, so we continue to encourage all members of the Blanchard community - new and old - to jump in and make a difference!

Parent Volunteer Program

(Submitted by Ellen Sathe, Sarah Briones, and Suzanne Loonie, Academic Volunteer Coordinators)

We have an extremely strong parent volunteer program in place at Blanchard Memorial School. This program offers the community an opportunity to support the school system as well as provide the chance to be more actively involved in the education of our children. Our mission is to fill and support all academically-related needs the school may have. The volunteer coordinators set the program in place at the beginning of each school year, working closely with faculty and staff to identify areas of need within the Blanchard curriculum. Then they survey the entire parent population and match areas of interest with volunteer opportunities.

One of our major goals is to involve a cross-section of adults in the program including mothers and fathers as well as interested family members or friends. There are varied opportunities to assist before and after school as well as during school hours. There are also tasks which may be completed from home. Volunteers have traditionally brought a broad range of skills and talents to Blanchard. We consider ourselves very fortunate! These volunteers help to ensure that our academic programs remain vital and continue to grow.

Many volunteer opportunities exist within the school community, and we encourage everyone to consider volunteering in areas other than in the classroom. This provides an ideal way to get to know the faculty and staff as well as the student population. These areas include but are not limited to the science lab, library, health office, technology and the art room. In addition, volunteers provide support in the form of material creation and clerical assistance for support staff such as the reading support specialists and guidance counselor. We are confident that our volunteer program allows our teachers and staff to focus more of their time and energy on developing and implementing an enriched curriculum, and is one of the

reasons for Blanchard Memorial School's excellence. If you are interested in volunteering at Blanchard, please contact the school office.

Professional Development

(Submitted by Maryellen Driscoll, Principal)

Dedication to Professional Development is one of the most important commitments a school system and a teaching professional can make. It has the potential of enriching the educational opportunities for students.

Professional Development is an ongoing opportunity and a tradition at Blanchard Memorial School. It is also an activity that the Department of Education expects to see demonstrated in each district and it is an effort expressed through clearly described financial and time commitments. In Boxborough, this obligation is met through scheduled early release Professional Development days, budgeted support for graduate courses, workshops, professional reading materials and the personal commitments made by our staff. Examples of improvements initiated from professional development are found in the adoption of new materials, models of classroom instruction and innovative uses of new technology.

The John Collins writing program was so successful in 2005-2006 that it was continued as a two-credit graduate course, Developing an Effective Writing Program, for the school year 2007. The writing course was attended by 35 members of our staff and administration, and matched the goals and objectives detailed in federal education legislation and the Commonwealth of Massachusetts curriculum frameworks.

During the 2006-2007 school year teachers were also offered a three-credit graduate course in math. This course was offered by Chet Delani and complimented our new Scott-Foresman math series that was implemented school wide that year. Again this course was attended by 35 members of our staff and administration.

In addition, teachers have been involved in various EDCO/CASE workshops; workshops sponsored by the Department of Education; self-selected workshops and graduate courses; curriculum committees that meet on a regular basis; and summer institutes where professional development topics are pursued by faculty during the summer months.

School Council

(Submitted by Maryellen Driscoll, Principal)

Blanchard's School Council convenes six times during the school year. The Council is charged with advising the school principal in areas of budget development, school goals, professional development and authoring the annual School Improvement Plan. Thanks and appreciation is extended to Blanchard's School Council.

2006-7 School Council

Maryellen Driscoll, Principal
Kim Musto, Parent Representative
Sarah Briones, Parent Representative
Catherine Christensen, Parent Representative
Kerin Crockett, Teacher Representative
Nancy Melbourne, Teacher Representative
Eileen Kassower, Parent Representative

2007-8 School Council

Maryellen Driscoll, Principal
Sharon Burke, Parent Representative
Eileen Kassower, Parent Representative
Sarah Briones, Parent Representative
Catherine Christensen, Parent Representative
Kerin Crockett, Teacher Representative
Nancy Melbourne, Teacher Representative

2006-7 School Council, cont.

Julie Geran, Teacher Representative
Shelly Lawson, Community Representative
John Fallon, Community Representative

2007-8 School Council, cont.

Julie Geran, Teacher Representative
Shelly Lawson, Community Representative
John Fallon, Community Representative

The 2006-2007 School Council recommends two goals in the area of School Environment and four goals in the area of Learning Environment for the 2007-2008 school year. These goal areas are the result of needs perceived within the staff and administration and from the School Council itself.

In the area of Learning Environment, the goals will focus on improving instruction to increase student learning. First, the Council recommends continued support for the implementation of the new Scott-Foresman Addison-Wesley (K-5) and Prentice-Hall (Gr. 6) math program implemented in 2006-2007. Second, the Council will continue to support the implementation of the John Collins writing program started in 2006-2007. Third, the Council supports the goal to continue to improve instruction through the use of technology. Finally, in this area, the Council will support the Blanchard specialists as they pursue meaningful professional development opportunities in their areas of expertise.

In the area of School Environment, the goals will focus on improving and maintaining connections and open communication with parents and the community. First, the Council supports the continued development of the STARR (Support, Teamwork, Attitude, Responsibility and Respect) qualities. Second, the Council supports the continued implementation of the recycling program for Blanchard and the Boxborough community.

Special Education

(Submitted by Dr. Sandra Daigneault, Director of Pupil Services)

The Boxborough Public School Department provides for the needs of students with disabilities from age three through sixth grade. In 2007, approximately 12% of Boxborough's students were eligible for special education services. Of these students with identified special needs, approximately 84% of them received all of their special education at Blanchard Memorial School. These students were all assigned to general education homerooms and most spent the majority of their school day in the mainstream setting.

Blanchard's professional special education staff includes fourteen licensed educators and therapists. These staff members are responsible for conducting necessary student evaluations to determine eligibility for special education, as well as completing associated documents, including evaluation reports, Individualized Education Programs (IEPs), and progress reports. A critical part of their job roles is to provide consultation to paraprofessionals, parents and general educators. Additionally, and most importantly, the special education department offers direct services to students, including: specially designed instruction, support, reinforcement, modifications, and individualized programs to address student's academic needs; speech/language therapy to address communication disorders in the areas of receptive language, expressive language, articulation and fluency; occupational therapy to address impaired fine motor, sensory motor, visual perceptual, and/or sensory integration skills; physical therapy to address gross motor needs; counseling to serve students with social, emotional, and/or behavioral needs; specialized programs for individualized academic programs, social/behavioral programs, and in-class general education support; and, an Integrated Preschool which provides three- and four-year old students with and without special needs with a language-rich preschool curriculum based on developmentally appropriate practices.

In addition to the licensed staff, special education paraprofessionals serve students in preschool through grade six. Most paraprofessionals work in general education settings where they provide IEP-required

support and modifications. They play an integral role in the successful inclusion of students with special needs.

Blanchard Memorial School hosts a CASE (Concord Area Special Education) Collaborative class. The CASE Collaborative consists of fourteen local communities who join to serve students with low-incidence disabilities. Blanchard's class serves students in grades four through six who have social, emotional, and/or behavioral needs. The students and staff of the class are a wonderful part of our school community. During 2007, the counselor from our CASE class offered a wonderful, well-received workshop for our paraprofessionals entitled *Positive Behavior Management*.

Each year, the special education department conducts program evaluations in identified aspects of our program. In 2007, evaluations were conducted for our occupational therapy and speech/language therapy services. Survey input from parents/guardians and teachers was used to review the programs and set action plans for the 2007-08 school year. Additionally, the Integrated Preschool staff conducted a self-study of three strands of the National Association for the Education of Young Children's (NAEYC) accreditation program: Health; Physical Environment; and Leadership and Management. Again, this self-assessment yielded an action plan for areas of our program to further improve upon.

Subsequent to our most recent Coordinated Program Review from the Department of Education, the special education department was able to secure a grant for program improvements. This funding was used to develop two handbooks. A subcommittee of three special education department members developed a special education staff handbook, comprised of the numerous forms and documents used by the department. A separate subcommittee of three special education department members and a parent representative developed a parents/guardians handbook on special education. This handbook was designed to explain Boxborough special education practices and procedures in an informative and complete, but "reader-friendly" manner. The special education staff handbook has been provided to all department members, while the parent/guardian handbook has been provided to all current parents/guardians of students who are served by special education. The latter may also be accessed on our website.

Each district is required to have a special education Parent Advisory Council (PAC). This year, Boxborough's PAC was rejuvenated by a new group of interested and energetic parents. They started by holding meetings, conducting a needs assessment, writing bylaws, electing officers, and setting a meeting schedule for the 2007-08 school year. Their kick-off event was a Special Education Information Night, at which members of the special education staff conducted a presentation for parents/guardians regarding their roles and responsibilities. The workshop was well-attended and well-received. The special education staff did a terrific job and, staff and parents/guardians alike, enjoyed the informal conversation that followed.

Technology

(Submitted by Gail Neuman, Network/Hardware Coordinator)

In 2007, our 6th grade recycling project kept growing with lots of school and community involvement. We had to add a second dumpster for the amount of paper we collected. It was fun to see the graphs that the 6th graders created based to the amount of paper they collected. This project which was coordinated by Liz Sheldon our Instructional Technology Specialist (2006-7) who provided curricular connections in areas of math, science, and technology.

At the end of the academic year, Liz Sheldon left as the position was reduced to a .5 FTE and later in the summer Betsy Peterson was hired as the new .5 FTE Instructional Technology Specialist (2007-8).

We were able to purchase 25 computers during the summer which allowed us to increase the number of computers in the library from 10 to 12. All second grades and above now have XP computers (with a few Windows 98 computer exceptions that teachers had requested to keep). The library became a mini-lab. Betsy Peterson and Connie Long, librarian, have utilized the lab for student instruction and staff professional development.

Three of the 25 new computers were ordered with Microsoft's new operating system, Vista. We purchased these computers for the Technology Office for both testing our software and for learning the new operating system well enough to support, train and troubleshoot it in the future. All of our software needs to be tested to find out which titles will work and what won't work.

Network upgrades in 2007 allowed Blanchard to move to a completely switched network and we added a SPAM filter to help reduce the unwanted emails.

Technology is one of the school goals for the 2007-8 year. We will have a half day and a whole day set aside for Technology Professional Development. We will also be writing our new 3-year Technology Plan with a 5-year vision which will take effect in the Fall of 2008.

Volunteerism in the Blanchard community has been wonderful. Several parents have donated computers by taking advantage of programs they have at work that allows them to either write grants, or get a significantly reduced rate for computers to be donated to Blanchard. We have also had parents donate 56 three- to four-year old laptops and Office software to run on all of them. We hope to put 20 of the laptops on a cart that was funded through a PTF Grant. Below is a list of people who served on the Technology Advisory Council during the year.

Technology Advisory Council

Eileen Barnett, Faculty Representative
Curtis Bates, Superintendent/Curriculum Director
Janet LaVigne, Faculty Representative
Tim Lundy, Parent and BITCom Representative
Gail Neuman, Network/Hardware Coordinator
Paul Oka, Parent
Betsy Peterson, Instructional Technology Specialist (2007-8)
Abby Reip, Parent
Elizabeth Sheldon, Instructional Technology Specialist (2006-7)
Tina Stevens, Parent (2006-7)
Raid Suleiman, School Committee Representative (2006-7)
Derek Wylie, BITCom Representative (2006-7)
Michael Ciccone, Parent (2007-8)
Jay Bhatia, Parent and BITCom Representative (2007-8)
Bruce Sabot, Parent and School Committee Representative (2007-8)

Blanchard Memorial School Staff

| NAME | POSITION | DATE OF FIRST APPT | EDUCATIONAL BACKGROUND |
|------------------------|--|-----------------------------|--|
| Barnett, Eileen | Art | 09/99 | Southern Conn. State College, B.S. |
| Baron, Sandra | Learning Center | 09/00 | Fitchburg State, B.S. |
| Bates, Dr. Curtis | Superintendent/ Curriculum Director | 07/06 | Boston College, Ed.D. Fitchburg State College, M.Ed. Fitchburg State College, B.S. |
| Bondaruk, Katherine | Grade 6 | 09/02 | Lesley College M.Ed. Lesley College B.S. |
| Boudreau, Carol | Kindergarten | 09/97 | Worcester State College, B.S. |
| Callaghan, Margaret | Music/Chorus | 09/02 | Central Michigan University, B.A. |
| Charpentier, Susan | Kindergarten | 09/07 | Fitchburg State College, B.S. |
| Clark, Karen | Occupational Therapist | 09/05 | Worcester State College, Masters-OT UMASS-Lowell, B.S. |
| Cormie, Amy | Grade 1 | 09/07 | Lesley University, M.Ed. New York University, B.M. |
| Crockett, Kerin | Grade 5 | 09/04 | Fitchburg State College, M.Ed. Bridgewater State College, B.S. |
| Daigneault, Dr. Sandra | Special Education Director | 09/80 | Boston College, Ed.D. Fitchburg State, M.Ed. Rhode Island College, B.A. |
| Daniel, Katherine | School Nurse | 12/01 | University of Lowell, B.A. Westbrook College, A.S. |
| Dimen, Jason | Grade 6 | 09/03 | Seattle University, M.A. Boston University, B.S. |
| Driscoll, Maryellen | Principal | 07/05 | Salem State College, M.Ed. St. Bonaventure University, B.S. |
| Flaherty, Karen | Reading Support | 09/98 | University of Lowell, B.A. |
| Follett, Lawrence | Grade 4 | 10/93 | University of Lowell, B.S. University of Lowell, M.A. |

| | | | |
|-------------------|-------------------------|-------|--|
| Garcia, Christine | Psychologist | 09/02 | University of Tampa, B.A. Tufts University, M.A. |
| Geran Julia | Grade 1 | 09/73 | University of Vermont, B.S., Ed. |
| Goehring, Luanne | Reading Support | 09/99 | Univ. of MA-Lowell, B.S. Univ. of MA-Lowell, M.Ed |
| Grady, Lauren | Grade 4 | 09/00 | University of Massachusetts, B.A. Lesley College, M.Ed. |
| Guilmette, Robert | Physical Education | 09/99 | Bridgewater State College, B.S. |
| Hayes, Melissa | Art | 01/06 | Salem State College, B.A. |
| Hogan, Mary | Kindergarten | 09/94 | California State College, B.A. |
| House, Judith | Grade 1 | 09/97 | Fitchburg State College, B.S. |
| Hulbert, Faith | Grade 3 | 11/85 | St. Michael's College, B.A. |
| Ingham, Marga | Primary Learning Center | 09/00 | Providence College, B.A. |
| Kish, Sheila | Grade 6 | 01/06 | Fitchburg State College, B.S. |
| LaVigne, Janet | Grade 6 | 09/00 | Regis College, M.A. Merrimack College, B.A. |
| Long, Constance | Librarian | 09/06 | Salem State College, M.Ed. University of Oregon, B.S. |
| Luck, Phyllis | Grade 4 | 09/97 | Fitchburg State College, B.S. |
| Mahoney, Charles | Business Manager | 08/05 | UMASS Boston, M.B.A. Suffolk University, B.S. |
| McLean, Deb | Integrated Preschool | 09/04 | Wheelock College, M.A. Salve Regina College, B.A. |
| McMaster, Susan | Math Support | 09/01 | Lesley College, M.Ed. UMASS-Amherst, B.A. |
| Melbourne, Nancy | Grade 4 | 09/06 | Mt. Holyoke College, B.A. |
| Neuman, Gail | Technology Director | 09/99 | Hillsdale College, B.S. |
| Neuman, Jill | Grade 1 | 09/99 | University of Maryland, B.S. Hofstra University, M.A. |
| Owen, Sheila | Grade 3 | 09/03 | Lesley University, M.Ed. |

| | | | |
|----------------------|-------------------------------------|-------|---|
| Pavlik, Mary | Grade 2 | 11/92 | Framingham State, B.A. Lesley College, B.S. |
| Peterson, Betsy | Instructional Technology Specialist | 09/07 | Northeastern University, M.Ed. Stetson University, B.S. |
| Plunkett, Cynthia | Grade 1 | 09/83 | Framingham State College, B.S. |
| Phillips, Lisa | Speech/Language Pathologist | 09/07 | Northeastern University, M.S. Assumption College, B.A. |
| Reaves, Karen | Grade 3 | 09/91 | Boston College, B.A. |
| Sands, Jessica | Grade 5 | 09/06 | Lesley University, M.Ed. Stonehill College, B.A. |
| Schuhmacher, Rebecca | Grade 5 | 09/00 | Framingham State College, B.A. |
| Shanahan, Dan | Physical Education | 09/07 | University of Maine, B.S. |
| Sheppard, Karen | Music/Chorus | 09/07 | Northwestern University, M.Mus. Boston University, B.M. |
| Smirlock, Robin | SpEd Teacher | 09/93 | University of Hartford B.S. Lesley College, M.Ed. |
| Sperazzo, Mary | Grade 3 | 09/98 | Fitchburg State College, B.S. Lesley College, M.Ed. |
| Sullivan, Ellen | Occupational Therapist | 09/02 | Fitchburg State College, B.A. Springfield State College, M.E.D. |
| Thoman, Elizabeth | Grade 2 | 09/01 | Framingham State College, B.A. University of Lowell, M.S. |
| Twomey, Lannon | Speech/Language Pathologist | 09/07 | MGH Institute of Health Professions, M.S. Providence College, B.A. |
| Walsh, Gail | Guidance Counselor | 09/04 | Cambridge College, M.A. Skidmore College, B.A. |
| Weisberg, Jennifer | Speech/Language | 09/02 | Northeastern University, M.A. University of Massachusetts, B.A. |
| Wheeler, Linda | Grade 2 | 09/85 | Framingham State College, B.S. Fitchburg State College, M.Ed. |
| Whyte, Erin | Grade 5 | 09/00 | Lasell College, B.A. |

ACTON-BOXBOROUGH REGIONAL SCHOOLS

Education Report, September 2006 – August 2007

Introduction

The 2006-2007 school year once again witnessed a myriad of activities that added to the learning experiences of all our students. As an educational community committed to excellence in all our endeavors, the Acton-Boxborough Regional Schools continued to develop, research, and further enhance our curricular and instructional skills and course offerings. With a culture that believes in supporting all learners, we are proud of our accomplishments over the past year and anticipate that even greater successes lie ahead.

Enrollment

The total enrollment for the junior high school on October 1, 2006 increased by 35 students, from 976 to 1011, with no school choice students remaining. Of this number, seven were children of out-of-town staff, one was a “tuition in” student and one was a “SpEd tuition” student. Also of the total enrollment, 21 were special education students attending out-of-district schools.

The high school numbers went from 1,893 to 1,930, an increase of 37. There were 74 school choice students at the high school – an increase of 22 students from the previous year – and three who were “SpEd tuition” students. Of the total number enrolled, 43 were special education students attending “out-of-district” schools.

Personnel

Staffing changes for the 2006-07 school year included the June 2005 retirement of five Acton-Boxborough Regional teachers. Leaves of absence for two ABRSD teachers were granted, and eight resignations were received. The 17 full-time equivalent new teachers who were hired filled these vacancies and additional openings.

Curriculum and Instruction

In 2006-2007 we began discussing a cycle of continuous improvement to review curriculum in a systematic way, while providing professional development specifically designed to create a community of learners dedicated to assuring that all of our instructional programs are responsive to the needs of our students.

Throughout the year, we met with curriculum leaders, teachers, students, parents and many other groups and committees who represent the academic and culture of our curriculum and who understand that, in order to be effective, we must continually reflect upon our practices and the world in which we live.

The following affords us the opportunity to share with you a snapshot of the incredible work that happened in our district and to acknowledge and celebrate all that we do for the children of Boxborough, both in our classrooms and beyond the walls of the schools.

English Language Arts . . .

At the junior high, teachers

- Continued to explore and use the new literature anthologies.
- Implemented activities developed in a summer workshop about voice in writing at 7th grade and memoirs in 8th grade.

At the high school, teachers

- Piloted the Senior Project at both the AE and CP levels and reviewed/revised the American Studies curriculum.
- Adopted common research, documentation, and writing guidelines in the English and social studies departments.

Mathematics . . .**At the junior high, teachers**

- Conducted a thorough analysis of the 2006 8th-grade MCAS mathematics exam to identify patterns compared to grade level.
- Adjusted the grade 8 standard curriculum to increase higher-level thinking and application of concepts and skills.

At the high school, teachers

- Analyzed and aligned the Probability/Statistics and Statistics H/AP curriculum to the content on the AP exam.
- Analyzed the May 2006 MCAS mathematics exam given in grade 10 to ensure coverage of all content needed in Geometry.

Science . . .**At the junior high, teachers**

- Continued the use of TELS (Technology Enhanced Learning in Science) in many 7th-grade classes.
- Conducted and compared an MCAS item analysis with scores of comparable towns.
- Reviewed eighth-grade physics lab experiments to improve student reading of content.

At the high school, teachers

- Analyzed the MCAS exam to determine if any curriculum changes were needed.
- Developed new science courses and electives for next year.

Social Studies/History . . .**At the junior high, teachers**

- Finalized course documentation for grades 7 and 8.
- Discussed and shared the assessment language and rubrics for clarity in expectations and consistency for major assignments.

At the high school, teachers

- Adopted common research, documentation, and writing guidelines in the English and social studies departments.
- Reviewed and revised the American Studies curriculum to respond to the revision of the history portion of the English II A/E curriculum.
- Continued to develop an understanding of the SAT II in U.S. History.

World Languages . . .**At the junior high, teachers**

- Developed curriculum units to enhance the cultural panoramas in the Spanish textbooks.

At the high school, teachers

- Discussed the addition of another critical language and conducted a preliminary survey for parents and students, grades 6-12.
- Offered a variety of new courses, as well as a language lab institute for individual classroom projects (CDs, podcasts, etc.).
- Continued to use the departmental speaking, writing and participation rubrics as part of the assessment process.
- Formed a “Critical Friends” group to observe one another teaching and to write reflections of these observations.
- Developed curriculum documentation for Latin 1H, Latin 1A/E, and Italian 1H.

Physical Education and Health . . .

- The DOE Health Document was reviewed according to 7-12 health, social studies, science, and P.E. curriculums to determine at which grades the benchmarks are being met.

At the junior high, teachers

- Finalized the curriculum for 7th- and 8th-grade physical and health education.

At the high school, teachers

- Held a successful Health and Physical Education Awareness Day in April.

Technology /Engineering . . .**At the junior high, teachers**

- Improved the Crash Testing unit by achieving a better “designing” stage.
- Worked with PIP (Parent Involvement Program) and the MIT Engineering Initiative to bring MIT student engineers to R. J. Grey to talk about their field.
- Presented the 7th- and 8th-grade Bobsled Maglev and Monster Truck units at the MassTEC conference at Fitchburg State College.

Library /Media . . .**At grades 7-12, teachers**

- Installed a new software, “Destiny,” that enables students and staff to access the district’s library collection from school or home.

At the junior high, teachers

- Created a five-year library plan for the junior high school.
- Created a new R. J. Grey Library website to include student reviews, book lists and a student participation webquest.

At the high school, teachers

- Created a professional library for teachers in a space adjacent to the high school library.
- Developed appropriate collections of books and resources for meeting the needs of all students.
- Created a five-year library plan for the high school.

Districtwide Initiatives, 7-12**Visual Arts, Performing Arts, and Technology Integration & Instruction**

Please see the sections devoted to these topics.

Professional Development

- A new ‘First Class’ folder for teachers’ desktops was created to coordinate efforts and streamline information to staff regarding professional opportunities, curriculum updates and useful websites.
- A Professional Development Lending Library, consisting of books, videos and DVDs about relevant school-based and district-wide curricular and pedagogical endeavors, was developed for principals and teachers.
- An on-line professional development website was assessed and recommended and the planning for the handbook for the 2007-2008 Professional Development Program was completed.
- Curriculum, Instruction and Assessment meetings were held in all curricular areas to review and update action plans, share MCAS reports and analysis, finalize plans for the March Professional Development Day, and discuss and complete planning for the Phases of Continuous Curriculum Improvement.
- Multiple Test Wiz training sessions, which enabled teachers and administrators to analyze MCAS data for the creation of customized reports, were held.
- Curriculum documents were reviewed for posting on our website.

Wellness

Before the start of the school year, the School Committee approved the Wellness Policy, which includes four categories: Nutrition Education, Nutrition Standards, Physical Activity, and Other Events. Each school has planned the implementation of this policy. To view a sampling of the Wellness activities that took place, please visit the website at <http://ab.mec.edu/wellness/wellness.shtml>.

Parent Involvement Project (PIP) Programs

PIP continued to offer high-quality learning experiences in science, technology, engineering, and mathematics (STEM). A PIP event is curriculum-centered and “hands-on.” This year, they brought MIT’s Engineering Initiative to R. J. Grey and ABRHS. To learn more about PIP’s involvement with our schools, please visit their website at www.actonpip.org.

Community Service-Learning

The school district received the DOE Learn and Serve America Community Service Learning Grant, which enabled us to support the documentation of our projects for replication by other districts. See our website at <http://ab.mec.edu/csl/community.shtml> to learn more about CSL in our schools.

School-Business Partnership Programs

We have expanded our School-Business Partnership programs. Please see our website: <http://ab.mec.edu/business/partners.shtml> for more information.

It’s All About Learning . . .

That statement defines and guides everything we do in the schools. A viable curriculum is essential for all students to achieve. Designing curriculum requires continuous review and redefining of what is taught, why it is taught, and how it is taught. By working together as a community of learners, we will solve problems, contribute to the development of instructional initiatives and programs, and learn from each other’s expertise. We all benefit when we work together.

Susan Horn, Assistant Superintendent

Deborah Bookis, Interim Curriculum Coordinator

Pupil Services

The Pupil Services Department includes a cohesive group of talented and dedicated specialists (clinicians and support personnel) serving students with disabilities. Classroom teachers, specialists, and therapeutic

disciplines communicate regularly. Special Education teams provide highly effective services, including detailed and comprehensive evaluation reports and Individualized Education Programs (IEPs). All staff members work closely with building-based and Pupil Services administrators, as well as with individual classroom teachers. Strong parent communication exists to support families in understanding new regulations pertaining to special education eligibility, service delivery and current methodology. In collaboration with the Special Education Parent Advisory Council (SpEd PAC), the Pupil Services department co-hosted the first Parent Workshop Day, designed to provide parents with the most current information pertaining to disabilities and current best practices. Understanding the role of medication in treating disabilities, understanding executive functioning, addressing reading and study skills in grades 7-12, and building self-esteem in our students were all topics relevant to our families.

Regarding MCAS participation, it is a credit to both special educators and classroom teachers that very few students failed the MCAS. Special Education teams thoughtfully consider the needs of students who cannot take the MCAS, with standard or non-standard accommodations, and alternative portfolios are then assembled. These portfolio assessments are highly creative documents that reflect students' knowledge of the curriculum, as well as their individual learning goals. Additional collaboration and discussion take place on an ongoing basis regarding eligibility requirements for alternative assessment and the implications for a high school diploma.

An increased focus on addressing the needs of English Language Learners has never been a greater priority. Certified ELL teachers have been active participants in promoting initiatives for improving home/school communication, increasing socialization opportunities for students from other countries, and meeting standards related to No Child Left Behind (NCLB).

Classroom teacher training and support to ELL students were significantly increased throughout the district, and organizing the trainings and workshops by grade and curricular level was extremely effective. Targeted professional development, responding to the needs assessment conducted the previous year, was encouraged and supported. To increase support to the district's ELL families, a paired buddies program was implemented in which English-proficient parents were placed with limited-English-proficient parents to facilitate their involvement in the schools. An ELL "Family Night" was a well-attended community outreach effort that provided ELL families with community representatives offering relevant information about living in and accessing local supports, as well as an opportunity to meet other local ELL families.

Within Pupil Services, ongoing professional development is offered to all specialists and clinicians, enhancing their repertoire of skills. As an example, Pupil Services administrators planned and implemented trainings for all professional pupil services staff on new IDEA special education regulations, including but not limited to transitional planning, writing observable and measurable IEP goals and objectives, chairing effective team meetings, and more.

A large number of professional staff participated in Wilson Reading and Language Training. Topics included phonology, phonemic awareness and vocabulary, as well as improving fluency and comprehension at every grade level.

Additional professional development was provided to train specialists on the administration of current cognitive and academic assessment batteries used to qualify students for special education services, including intelligence and behavioral/emotional assessments.

Speech and language specialists met monthly to discuss current issues within their field. Motor groups continued to function weekly in schools to promote skills needed to access physical education classes.

All Special Education assistants participated in a formalized Special Education Assistant Training program, presented by members of the Pupil Services Leadership Team. Training topics included essential elements regarding state and federal special education regulations, as well as strategies for improving student achievement.

Finally, a Massachusetts Department of Education Professional Development Grant provided funding for all Pupil Services staff to receive training in understanding the differences between harassment and bullying, as well as strategies for creating better and safer learning environments.

A continuum of services exists among the schools, ensuring a highly organized, specialized range of programs and services. As students transition from the junior high to the high school, parents/guardians are provided with opportunities to participate in relevant transition discussions with Pupil Services Coordinators through question and answer forums.

Within the schools, continued support was provided to help families understand new special education regulations pertaining to eligibility, services and methodology. Additional emphasis was placed on helping families of secondary students with transitional planning toward adulthood. In particular, this included transitional discussions during IEP Team meetings that focused on effective transition planning; course of study, employment, community experiences; and daily living skills and needs. This results-oriented planning promoted movement from high school to post-school activities based upon an individual child's needs.

Regarding health and nursing services, the school nurses continued to consult with the Massachusetts Department of Public Health (DPH) and the Town of Acton Board of Health on issues including pertussis, varicella, life-threatening allergies, and emergency treatment. Relevant planning for communicable diseases, such as pandemic flu, has been an important focus as well. Nurses have stayed involved with the state-funded Essential School Health Services with Consultation grant, providing professional development for nurses, as well as community education through Project Wellness. Within buildings, the nurses provided ongoing, individualized health teaching to students, staff, and families, as well as coordinating state-mandated vision, hearing, height, weight and postural screenings. The nurses spent Professional Day at Children's Hospital in Boston.

In the fall, the nurses trained bus drivers, teachers and other staff in recognition of life-threatening allergic reactions and Epipen administration. In addition, they continued to support the implementation of the system-wide Emergency Response Plan, in collaboration with school principals and safety committees.

At the junior high, school counselors continued to establish strong relationships with teams and regularly attended team meetings. The department prioritized programming and services that focused on respecting individual differences and maintaining a safe and welcoming climate for all students and staff. The counseling staff was involved in delivering the sexual harassment curriculum to all seventh-grade teams, which included units on respect, bullying, teasing, and sexual harassment. Expanding the curriculum into the eighth grade was a priority as well. Additionally, counselors and a school psychologist participated in a Social Integrity Committee that developed a student questionnaire pertaining to the important issues outlined above. Learning more about the daily experiences of our middle school students outside of the classroom helped our faculty and administration explore current issues to ensure a comfortable environment for all.

In addition to their strong involvement in building-based programs, such as VOICE (Valuing Others in an Inclusive and Caring Environment), Mentors in Violence Prevention, and class advisorships, the high school counseling department continued to utilize grant money that provided funding for a part-time social worker whose primary focus was to support students with substance abuse issues. The department was also excited to have several talented school psychologist interns who assisted in meeting the academic, social, emotional, and career goals of students. The department found the new web-based college search program, Naviance, highly successful. This versatile new program allows students to use a variety of tools in planning their post-graduation years, including interest/career exploration, college exploration and financial aid exploration. The program also includes information about the history of college application after graduation from high school, formally provided through the College Action Report.

At the end of the 2006-2007 school year, Maureen Beauregard retired after 35 years of service to the Pupil Services Department. With warm memories of her special talents and wide-ranging achievements, we thank her for her commitment to the parents and students with special needs.

The Schools

R. J. Grey Junior High School

R. J. Grey began the 2006-2007 school year with 990 students, 476 in the seventh grade and 514 in the eighth grade on October 1. This was an increase of 36 students over the enrollment for October 1, 2005. As school began, Principal Craig Hardimon and Assistant Principals Megan Hatt and Larry Fliegelman welcomed the new seventh graders and the returning eighth graders.

At R. J. Grey, all students are divided into teams. Teaming is the ideal format through which we can deliver those programs and values we most believe in, as expressed in our Statement of Purpose; e.g., meeting the needs of the adolescent, maintaining curricular quality and interdisciplinary opportunities, and creating a sense of community. There were four teams in both seventh and eighth grade. Each seventh-grade team had approximately 118 students and five teachers (English, Social Studies, Math, Science, and Spanish and/or French). In grade eight, each team averaged 130 students and five teachers (Math, Science, English, Social Studies, and one of the four “exploratory” subjects that rotated each quarter of the year). World Language teachers are “off-team” in grade eight. Teachers plan integrated curricular activities that help students see the relationships between the various subjects. The team model allows us to create a strong web of support to enhance student success. A large school becomes a smaller school. With built-in consistent communication among team teachers, there are fewer cracks for students to fall through. When issues are addressed early, students have the best chance of success. Students have an opportunity to develop close relationships with their teachers, and with a familiar peer group as well.

All students take English, Social Studies, Math, Science, and Physical Education/Health. The curriculum demonstrates the core values of reading (the English program is literature-based), writing (although skills are primarily taught in English classes, the other academic subjects have adopted “Writing Across the Curriculum,” which provides students with a more consistent writing approach), Math (with the added skill development of reading mathematical language), and our physical (Science) and cultural (Social Studies) world. Most of our students not exempted by a Special Education Individual Educational Plan take a world language, with twice as many taking Spanish as French. Seventh graders participate in an “exploratory program” that consists of Study Skills, Art, Music and Minuteman Technology Lab I, each of which meets every other day for half of the year. Exploratory courses for the eighth graders are Art, Minuteman Technology Lab II, Life Skills/Health, and Study Skills Technology; these classes last for one marking period.

In addition to the core curriculum, students could elect to participate in band, chorus or x-block. X-block is a combination of curriculum-related mini-courses and study halls with team teachers.

Learning and connecting with members of the R. J. Grey community took place for many students through our extracurricular activities. The interscholastic athletic program included teams in cross-country, soccer, field hockey, basketball, softball, track, and baseball. All participants on these teams paid an activity fee, which helped to support these programs. The intramural program was available to all students, meeting either before or after school. These intramurals included basketball, lacrosse, strength training, and Club 107, a running group to prepare students to run in Boston before the marathon. Other after-school activities included Art Club, Adopt-a-Grandparent, Jazz Band, Speech and Debate Team, Chess/Board Games Club, the Tolkien Society, Math Counts, Science Olympiad, the Yearbook and the AB Blueprint (school literary publication). The school musical, “Annie Warbucks,” involved over 150 students and 125 parents. R. J. Grey held its third annual Spelling Bee, and the winner represented our school at the Lowell Sun’s 67th Annual Northern Middlesex Spelling Bee. We continued the tradition of

the Rotunda Project, where each student created a small, self-representative piece of art. These individual squares were then hung in the rotunda area on poster-board painted the color of each team.

Another way students connected with each other was through involvement in the Student Council. This group helped to plan school-wide activities, dances, and service learning projects. Several Student Council members continued to serve on the Principal Student Advisory Board. In addition to our annual community service learning projects, such as the Coat Drive, Walk to the West Acton Food Pantry (the first year that all students participated), and collecting for Toys for Tots, the Student Council and teams found new programs to support. Among these were a day of maintenance work at local parks and conservation lands, visiting local community service agencies, such as Life Care Center of Acton, and supporting Heifer International. In addition, our annual used-coat drive earned us praise from Acton's Cleaners for the most coats collected per capita.

In our continued effort to address all of the needs of students and parents/guardians, we held our sixth annual Project Wellness Day on March 14, 2007. This event brought seventh-grade students and adult family members together at Merrimack College to learn more and better ways to communicate with each other about difficult issues and sensitive topics, ranging from time management to drug use to relationships. Approximately 1,000 students, family members, and staff participated in this event. We also co-sponsored for the fifth consecutive year the parent evening, "Recognizing Adolescent Depression and Anxiety," with the RPTSO, CAFY, and NAMI-Mass. The counseling department facilitated and coordinated classroom-wide sessions in the seventh grade, addressing respect, harassment, sexual harassment, and bullying behavior.

Other special events during the school year included Halloween Dress-up Day, the Thanksgiving Assembly, Blue and Gold Day (school spirit day), World Language Week, a weekend day ski trip to Waterville Valley, the end-of-year seventh-grade trip to Kimball's and eighth-grade day at Canobie Lake Park, and the Student Recognition Assembly.

During the school year, the RJG staff worked together to develop a customized Self-Study process to ensure that a process of self-improvement and growth was built into the RJG organization. The self-assessment process included the development and distribution of a number of surveys designed to gather feedback regarding the current opinions, thoughts and future needs of parents/guardians, students and faculty. Themes highlighted areas of satisfaction and identified specific areas of focus for the development of future goals. Regarding feedback from parents and guardians, a strong majority was extremely positive about home/school communication, educational supports and transitional planning. In addition to daily email, monthly articles, and weekly communication from the principal, four well-received Parent Forums were offered to parents this year, addressing the topics of adolescent development, homework, school discipline, and stress management. For students, the results from the Social Integrity Survey has become a guiding document for addressing issues of school safety and responding to students' diverse curricular, social, emotional, cultural and behavioral needs. Specific to school climate, results indicated that a positive atmosphere for teaching and learning is present and that the majority of teachers believe students are provided with a rich environment that promotes learning, mutual respect, and opportunities for personal growth. A strong sense of community is present for students with a wide range of supports. The customized Self-Study has been a meaningful process, promoting dialogue across settings. It is expected that the findings and recommendations will continue to guide the faculty and the administration in their commitment to enhancing the learning opportunities for all students.

Additionally, several groups met regularly to look at the future of R. J. Grey and to consider ways we can continue to meet the academic needs of our students. The entire staff, as well as a committee of department leaders and staff representatives, continued to look at the parts of the program that are highly valued in order to preserve them, and also looked at ways to enhance the learning opportunities of all students.

The School Council, consisting of four parents, one community-person-at-large, two staff members, and the principal, addressed a wide variety of issues and made recommendations to the administration that were very helpful. The School Council continued to have a strong voice in the development of the school and the overall school climate. An active P.T.S.O. organization (for families in grades seven through twelve) planned, organized, and assisted with many events at R. J. Grey. Parents/guardians were invited to attend monthly noontime informational meetings with both the RJG and ABRHS principals, who presented reports and answered questions. The P.T.S.O. also sponsored evening programs designed to provide information about the schools. In addition, the P.T.S.O. newsletter, *Shades of Grey*, and the P.T.S.O. e-mail list helped us to better communicate with families about our school. Our principal continued to distribute his weekly email newsletter to parents, “Grey Matters,” and offered monthly “Drop-In” hours to facilitate more communication between home and school.

In October 2006, R. J. Grey (as well as the high school) received the results of the state-mandated MCAS (Massachusetts Comprehensive Assessment System) tests from the previous spring. We continue to be proud that our students’ scores compared favorably with the top-performing schools in the state. This is a result of the high quality of teachers and teaching, an excellent curriculum, fine students, and the supportive families who make education a priority for their children.

At the end of the 2006-2007 school year, two veteran staff members, Melinda McClure and David Wilson, retired after many years of service to our school. These professionals devoted decades to our school community and touched the lives of several hundred students and families. We thank them for their many years of leadership, support, and dedication to the students of R. J. Grey Junior High.

Acton-Boxborough Regional High School

Post Secondary Education: The ABRHS Class of 2007 was comprised of 432 students; of these, 91% enrolled at four-year schools, while 7% continued their education at two-year colleges, prep and technical schools.

Standardized Test Results: Average SAT scores for 2007 seniors again exceeded those of state and national populations. This is significant since 99% of AB students took the SATs, compared to the state average of 85% and the national average of 48%. Our average combined score for the SAT was 1855, which is 309 points higher than the average combined Massachusetts score of 1546.

National Merit Scholarship Competition: Twenty-one members of the Class of 2007 achieved semi-finalist recognition; 69 others received a letter of commendation.

National Honor Society: There were 112 juniors inducted into the National Honor Society in April 2007.

National World Language Honor Societies: In 2007, 37 students of Spanish qualified for membership in the local chapter of the National Spanish Honor Society, eighteen students qualified for the National French Honor Society, and ten students qualified for induction into the National Honor Society in Latin.

National, Regional, and State World Language Competitions: In 2007, three students placed nationally in the National Spanish Examination, 158 students of Spanish placed statewide, and twelve students of Spanish received Honorable Mention. Sixty-one students placed both nationally and at the chapter level in the National French Examination. In Latin, 38 students placed on the National Latin Exam.

World Language Achievement Awards and Leadership Awards: Twenty-nine students of Spanish, French, Latin and Italian were recipients of World Language Achievement Awards. Kate Brady was the recipient of the Leadership Award, Julie Michelman received the Excellence in Spanish Award, Emily Williams received the Excellence in French Award, Nica Latto received the Excellence in Italian Award, and Teresa Zhao received the Excellence in Latin Award.

Academic Decathlon Team: In its 19th year of competition, the team of nine regulars and twenty alternates placed first in the Massachusetts State Championship. A total of forty-five Massachusetts high schools competed. In addition, the team placed 7th overall in the country.

Mathematics Team: In the 2006–2007 season, the team finished in third place in the Massachusetts Mathematics League and then finished in third place in New England among large schools at the New England Math League Competition in May 2007. Six students were finalists on the state Mathematics Olympiad examination: David Corwin, Patrick Wu, George Hong, Feiqi Jiang, Anandh Swaminathan and Robert Liu. On the American Math Competition, two students advanced to the third level – David Corwin and Feiqi Jiang.

Speech & Debate: The team was composed of 65 students, grades 9 -12. Competing in fourteen tournaments in a variety of events ranging from student congress to dramatic interpretation and poetry reading, team members prepared original pieces and scripted selections to be presented and judged at each event. Competing in the Massachusetts Catholic Forensic League, the team was matched against teams from schools across the state and consistently placed in the medal rounds, with awards in individual events and in the team sweepstakes awards. The Debate team had a particularly strong showing in the prestigious Natick Hollyfest Tournament, finishing 5th. The team's top competitors also competed on the national level in the three-day Harvard University Tournament, held in February.

Athletics: During the 2006-07 school year, participation in athletics grew to a level exceeding 1,750 students in grades 7-12. In the fall season, our Girls Swim team ranked second in their sectional. In the spring, our Softball team was a Divisional Finalist. Boys Tennis won the Section North Division I Championship, and the Girls Tennis team were Divisional semi-finalists. In the winter, many of our teams enjoyed successful seasons and qualified for tournament participation.

Performing Arts: Our Band and Chorus continued their outreach and service to the community; performances at the Memorial Day Parade, West Acton's Oktoberfest, and numerous senior gatherings are a few. Sixteen students were selected to perform in the concert band, chorus and orchestra at the MMEA Northeast Senior District Festival, held in January; nine of these earned an All-State recommendation. One student was selected for the All-Eastern Festival Band. Our Madrigal Singers performed a Madrigal Dinner for the community in which they performed a renaissance-style dinner theater. A concert tour of Italy provided our high school chorus with some incredible musical, historical and cultural experiences!

Proscenium Circus continues to prepare and present outstanding dramatic and musical productions. Over 200 students participated in activities and shows throughout the year. The productions included a fall play titled "Holes," a wonderful musical "Once Upon A Mattress," and a spring play titled "A Midsummer Night's Dream." The state play was "A Piece of My Heart," which had a very successful run. As a result, they were invited to perform at State Finals!

Peer Leadership Program: Peer Leadership had another very successful year with a continued increase in membership of over thirty dedicated students. The peer leaders facilitated alcohol/drug awareness programs in Acton's elementary schools, led social development programs at R. J. Grey Junior High, chaperoned the sixth-grade social, and engaged in smoking awareness programs.

The School Newspaper: *The Spectrum*, published six times during the school year, included articles and photography of interest to the ABRHS community. Its staff of approximately forty students worked on all aspects of the paper, including writing, editing, photography, layout, and copyediting.

"Window Seat": Acton Boxborough's Literary Magazine and Creative Writing Club annually publishes two to three issues of student poetry, prose, lyrics, and art. Students did the writing, editing, design, layout, printing, assembling and distribution of the magazine and also were designing a website to publish the magazine on line. Students write creatively every week to generate submissions for the magazine;

students not participating in the club are welcome and encouraged to submit their writing for publication. “Window Seat” students also worked in conjunction with the Creeley Foundation to host the annual Robert Creeley poetry reading and the Helen Creeley student poetry prize, a competition for student poets that awards the winning students a cash prize and the honor to be an opening reader for the Robert Creeley award-winning poet.

Idiosyncrasy: The high school topical magazine, *Idiosyncrasy*, began four years ago when a group of enthusiastic students approached English teacher Dennis Kavanagh with the idea. Since then, the magazine has put out two to three annual issues. *Idiosyncrasy* is a thematic magazine that looks at a social issue from different cultural perspectives. The magazine encourages and celebrates the diversity of our world and the people in it. *Idiosyncrasy* is composed of editorial and factual articles that are intended to educate and inspire readers. Students conduct research, analysis, and synthesis in order to produce each issue.

Harvard Model Congress: Ten juniors represented ABRHS at this four-day government simulation. The Acton League of Women Voters generously underwrote their participation. Those representing were Maggie Ashton, Jyoti Jasrasaria, Irina Khuraha, Adam McCall, Ben Perlstein, Amelia Ray and Rebecca Wang.

Girls State: One junior, Hannah Koeller, attended with the support of the Maynard Emblem Club. She was then chosen by the Massachusetts delegates to attend Girls Nation in Washington, D.C.

Career Exploration Activities: Beginning in November, approximately 200 students made one-day job shadowing visits to a variety of work sites. This program owes its success to the support of the Middlesex West Chamber of Commerce School Business Partnership Committee, which sponsored a Job Shadowing Kick-off Breakfast in November. At three Career Breakfasts during the year, career speakers talked to groups of students interested in their fields of work. Thirty members of the senior class completed three-week full-time internships at the end of the school year. Other career exploration activities included the Senior Seminar course, the Work Study program, and a website listing employment opportunities.

Senior Community Service Day: On April 28, the Class of 2007 spent the day working on volunteer projects in and around Acton and Boxborough. Before the seniors began their projects, they were served breakfast at the school by the faculty and administration. This was the thirteenth year that the senior class organized a Senior Community Service Day.

Community Service Activities: The school’s “Accept the Challenge” Program encourages every student to become involved in some way in volunteer activities, either during the school year, during the summer, or both. The school held its seventh Community Service Awards Night on January 15, 2007; at this ceremony 560 students received recognition for their volunteer efforts.

The Performing Arts

At the R. J. Grey Junior High School, fifteen students were selected to perform in the concert band, orchestra or chorus at the MMEA Northeast Junior District Music Festival held in March. The Band and the Chorus performed winter and spring concerts, displaying their improving musicianship, and did a great job providing support and building esprit de corps at school assemblies. The 8th-grade band and chorus performed at the Great East Music Festival in May, where both the band and chorus earned a Gold Medal! The students of R. J. Grey performed a musical, “Annie Warbucks,” to sold-out audiences for six consecutive performances.

At the Acton-Boxborough Regional High School, our Band and Chorus continued its outreach and service to the community. Performances at the Memorial Day Parade, West Acton’s Oktoberfest, and numerous senior gatherings are a few. Sixteen students were selected to perform in the concert band, chorus and orchestra at the MMEA Northeast Senior District Festival, held in January; nine of these earned an All-

State recommendation. One student was selected for the All-Eastern Festival Band. Our Madrigal Singers performed a Madrigal Dinner for the community in which they performed a renaissance-style dinner theater. A concert tour of Italy provided our high school chorus with some incredible musical, historical and cultural experiences!

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The Visual Arts

Throughout the school year, student efforts and accomplishments in the Visual Arts program were exhibited in both schools, as well as off-site settings. Student artwork appeared in various school newsletters.

In the highly competitive Boston Globe Scholastic Art Awards, twenty ABRSD students (sixteen high school and four junior high) received a total of 22 state-level awards. These awards included: seven Gold Key Awards, five Silver Key Awards, and ten Honorable Mention Awards. The Gold and Silver Key student work was exhibited at the State Transportation Building in Boston during January and February. Award-winning students were recognized at an awards ceremony at Hancock Hall in Boston. Student work receiving Gold Key Awards was sent to New York for the National Scholastics judging; one high school student received a Silver Key for his Portfolio at the National level of judging. One high school art teacher, the Visual Arts Director, and four high school students assisted teams of judges during the daylong Scholastics judging process held at the State Transportation Building in January. The Visual Arts Director also serves on the Massachusetts Scholastics Advisory Board.

Two high school students were among 140 high school juniors statewide who were selected to participate in the competitive Art All-State program at the Worcester Art Museum in May. Art All-State is a weekend-long program for high school art students (grade 11) to work with their peers and with practicing artists who serve as mentors. Each district is limited to two student applicants. Selection is based upon digital images of student work, a written application and an interview with a team of art educators. One ABRHS high school art teacher and the Art Director served on interview teams. The Visual Arts Director serves on the Art All-State Steering Committee.

Students in the Junior/Senior Portfolio class prepared and exhibited their work in a show entitled "Elections," which was held at the Continental Café Gallery in Acton during April. Students in Advanced Drawing/Painting, Junior/Senior Portfolio, and Art History classes visited the Museum of Fine Arts in Boston in the spring. Advanced Drawing/Painting and Junior/Senior Portfolio students focused on studying monoprints and printmaking; Art History students on Classical Art.

Acton-Boxborough graduates who are majoring in art at the college level returned to AB to share their experiences with students in the Junior-Senior Portfolio class. Advice on the college application process was also shared.

During March, Acton-Boxborough student artwork was included in the annual Youth Art Month Show at the Worcester Art Museum. There was an opening reception for students, their families and art teachers in the Museum's Renaissance Court. R. J. Grey Junior High and the Acton-Boxborough Regional High School were each represented in this show.

The grade 8/Art 2 art teacher at RJG organized and led the annual school-wide "Unification Project," where students and staff were each encouraged to create a collage that voiced their personality and

personal interests. The circle-shaped collages were assembled into mobiles and hung in the RJG Rotunda area as symbols of the school's unity.

A show of student artwork from both schools was on display at the Acton Senior Center during the month of May. An opening reception was held for the students, their teachers and parents, and members of the general community. Representative work was also exhibited in a show at the Continental Café Gallery in Acton in the spring. The title of this show was "Weavings."

All Visual Arts staff participated in a faculty art show, "Teachers Make Their Mark," held at the Acton Memorial Library in April. One high school teacher was selected to attend the Teacher Institute in Contemporary Art at the School of the Art Institute of Chicago in July, a program made possible by support from the National Endowment for the Arts. Another high school art teacher had work in "New Art 07," a nationally juried show held at the Kingston Gallery, Boston. During the summer, the Visual Art Director taught a weeklong Teacher Institute at the Worcester Art Museum, "Exploring Connections between Math and Art." In addition, the Art Director was awarded a Kinnicutt Grant from the Worcester Art Museum to do research on architecture in Greece.

For Professional Day in March, all Visual Arts staff visited the new Institute of Contemporary Art on the waterfront in Boston. Art teachers spent the day photographing this innovative building and viewing the current exhibits. Together the art staff created a set of museum architecture images and brainstormed ideas for teaching applications related to the ICA's collection, as well as to the architecture itself.

Several professional development workshops were offered for art teachers during the 2006-2007 school year. Art teachers of grades 7-12 participated in a series of six workshops, entitled "Art Teachers as Artists – Exploring Printmaking and Hand-Bound Books." Art teachers at the secondary level continued to build digital files of art images and exemplars of student work to support their units of study.

Technology

Instructional Technology

During the 2006-2007 school year, many instructional technology projects were initiated and successfully implemented. The Department of Technology Integration and Instruction, directed by Priscilla Kotyk, had the following initiatives.

Districtwide

The district has made a commitment to have all curriculum documentation available on the district website. During the year, the site was reviewed and additional documentation was added. The site continues to be updated as new courses and programs are offered.

Our department worked with the curriculum department on another exciting project – the purchase and deployment of an online interactive catalog of professional development offerings. The curriculum department worked diligently to install our offerings and related information to this new format. Acton/Acton-Boxborough SmartPD has been well received by the teachers.

Our part-time web-designer redesigned several websites during the year, including the high school and junior high sites. In addition, our department used the professional day to evaluate and redesign our own site. We will be providing more resources for students and teachers.

In addition to the district sites, we have helped teachers at all grade levels create classroom websites. We developed specific templates and a scalable deployment that has enabled many teachers to communicate with students and families via the Internet.

High School

Many exciting ongoing projects are underway in the area of instructional technology. We provided support to various teachers who created podcasts with students in World Language and Science. We worked with one teacher to develop an educational rationale for six computers in a science classroom for multimedia projects and activities with digital microscopes.

In order to discuss the use of instructional technology, the high school formed a High School Technology Committee, with representation from all departments, to share best practices with technology and discuss ideas around professional development for teachers and technical issues or concerns.

Many teachers wrote R&D proposals for summer work in the area of technology integration. Additional online courses for high school students are being developed and offered.

Junior High School

Video projection systems and teacher laptops were used in select classrooms to enhance the learning process.

In the area of technology integration and instruction, some junior high students used simulation software to study animal habitats. Following this activity and with additional research, students created a color brochure that demonstrated their knowledge and understanding. Some students continued to employ web tools to investigate the stock market in math. In addition, science teachers and students used web-based tools with the TELS grant from Concord Consortium. Students in the Information Skills class learned about Internet safety with the iSafe curriculum and created multimedia presentations that focused on specific concepts. Students in the Minuteman Tech Exploratory used software to design bridges. Once the toothpick bridges were built based on the computer design, they were tested for strength. This is just one activity in the engineering design curriculum. Art classes also used computers to produce digital artwork.

Information Technology

During the 2006-2007 school year, the district's Information Technology department provided valuable technology support services. The Information Technology department, directed by Steve Hall, had the following accomplishments.

Districtwide

The district's PowerSchool student information system is being used in all schools to manage student data, track DOE-related information, and provide valuable information for a variety of reports and data analysis. In addition, PowerSchool is now accessible to parents so they can enter their emergency card information. The Finance department is also using a new document archiving solution, Laserfiche, to archive financial records in electronic, searchable format. Many infrastructure systems were upgraded to provide timely, efficient, and improved services. The Information Technology department continues to provide infrastructure, technical support services, project management, and strategic planning for a wide range of technology-related functions.

High School

The IT department performed maintenance and software updates on roughly 600 teacher laptop computers, computer labs, desktop computers, and printers.

Junior High School

The IT department performed maintenance and software updates on roughly 300 teacher laptop computers, computer labs, desktop computers, and printers.

Summer School

The Acton-Boxborough Regional School District Summer School had another successful year in 2007. There was an enrollment of 496 students, with fifteen percent coming from twelve other districts. Several Math, Science, and Physical Education courses reached capacity, forcing us to turn away students not currently enrolled in the Acton-Boxborough Regional School District.

The number of student scholarships increased by 20% from 2006, and the number of faculty positions increased from 25 to 28. Tuition receipts continued to allow us to function as a self-sustaining educational program.

Summer School course changes (from 2006) include: the addition of an Evening Physical Education class, the update of the French 1 - 2 curriculum, and the addition of several Math sections.

Other programmatic changes include: the addition of six Summer Institute courses to better meet 990, a new online program of studies, online registration and credit card payment for Summer School courses, and the partnering with the Bromfield School to provide free tutoring to students in Summer School.

Community Education

The Community Education office is located in the Administration Building, 15 Charter Road. Its staff organizes, staffs and directs the following programs and activities.

Day and Evening Classes: More than 2,000 classes are offered yearly for children, teens and adults. Classes and other programs are listed in INTERACTION, the Community Education catalog that is mailed four times a year to over 21,000 area homes. More than 12,000 persons enroll in classes each year.

Extended Day Program: Serving 250 Acton families and 70 Boxborough families, Extended Day offers quality before- and after-school care for children in grades K–6.

Preschool Program: Located at the Acton-Boxborough Regional High School, the Community Education Child Development Preschool is the laboratory for the Child Development course. Completely funded and staffed by Community Education, the Child Development/Preschool course awards seven credits toward graduation. The Preschool has a total enrollment of 37 (16 three-year-olds on Tuesday and Thursday; 21 four-year-olds on Monday, Wednesday and Friday).

Summer Day Program: Located at the Administration Building, this program offers three two-week sessions of summer activities to more than 500 children in grades 1–6. Also provided is a Preschool summer program for four- and five-year-olds, vacation programs (offering enrichment activities and day care during school vacations), and many short sport clinics.

Youth Basketball League: Offering 12 weeks of coaching, practice and league play to more than 1,000 boys and girls in grades 3 and up, the league is staffed with more than 110 paid and volunteer coaches, timers, and referees. Community Education runs clinics for referees at no charge.

Driver Education: Community Education runs a Registry-approved driving school, offering classroom and on-road training to 290 students annually.

Pool & Fieldhouse Programs: Located at ABRHS, the Pool & Fieldhouse Program consists of family open swim and open gym times for basketball on the weekends. Also offered in this facility is a full Red Cross Swim Program on Saturdays, a youth swim team, master's swim, morning and evening lap swim, and water exercise classes.

Community Education also conducts classes and schedules drop-in times for the public in the Fitness Center located at the Acton-Boxborough Regional High School.

Scheduling of School Fields: Little League, Pop Warner, Youth Lacrosse and Youth Soccer, as well as individuals, businesses and community organizations, receive permits for school field use through Community Education. Fees charged are returned to the schools' Facility Department for field maintenance. Community Education also schedules Leary Field for school and community use.

Scheduling Use of School Buildings: All evening, weekend, holiday and vacation use of the school buildings is scheduled through Community Education.

Community Education receives no funding from the school districts or town and runs all programs on a self-sustaining basis. Moneys are returned to the following for use of space and equipment – AV, Director of Technology, Physical Education Department, Art Department, Facilities, and the Central Office.

For more information about Community Education and the programs that it offers, call (978) 266-2525.

Facilities and Transportation

Over the last year, in addition to the routine cleaning and preventive maintenance, the Facilities Department took on the following special projects and capital improvements.

At R. J. Grey Junior High: Sewers were repaired, an HVAC System was upgraded, and new independent air conditioning units were installed in the administrative wing.

At ABRHS: Wood benches in the Common areas were sanded and stained, access hatches were created to access HVAC equipment, and various areas were painted.

At the Administration Building: Two new circulation pumps were installed, various areas were painted, and the building management system was upgraded.

On the Campus: Lights were installed on the varsity baseball field, tennis courts, and practice football field; two drainage improvement projects were undertaken at Leary Field; a renewable energy solar panel was installed on the concession stand at Leary Field; there were curb and asphalt repairs; and parking spaces, crosswalks and speed bumps were painted.

In Conclusion

This report demonstrates that the Acton-Boxborough Regional School District is a complex organization. Nonetheless, the district possesses a clear mission and vision. It is fortunate to possess a dedicated staff, who make a habit of constant self-reflection and, as resources allow, of renewal.

Our students, teachers and administrators continue to perform at high levels – academically, athletically, artistically, personally and professionally – and so the Acton-Boxborough Regional School District maintains a reputation that attracts people to the communities and to our schools. It is our intention to continue to provide the best possible education to the communities and to seek continued financial and moral support for this very important endeavor.

The Town of Boxborough has a great investment in the schools since the schools serve the community's youth and adult populations through public schooling, Community Education, and as a center for much community activity. This is a win-win situation for both the town and the schools that we want to maintain for the future.

William Ryan
Superintendent of Schools
On Behalf of the School Committees
January 2008

MINUTEMAN REGIONAL HIGH SCHOOL
www.minuteman.org

Class of 2007 Graduate Achievement Highlights

- 98% of the Class of 2007 graduated into college, employed in their field of study or enlisted in the US military.
- 100% of the Class of 2007 successfully passed the state-required MCAS tests in English and Math.
- Commercial & Human Services graduates achieved 98% placement rate with 76% enrolled in college, 21% employed in their field of study, and 1% in the military.
- Science Technology graduates achieved 98% placement with 81% enrolled in college, 7% employed in their field of study and 10% enlisted in the US military with 100% of Electromechanical Engineering, Environmental Science, Office Technology and Graphic Communications students attending college.
- Construction-Trades graduates achieved 92% placement rate 35% enrolled in college, 49% entering the workplace in their field of study and 8% enlisting in the US military.
- 100% of Dental graduates passed the National Dental Board examination.
- 100% of Early Childhood Education graduates were certified by the Office for Child Care Services.
- 100% of Cosmetology graduates passed the state board examination to become a licensed hair stylist.
- Medical Occupations graduates achieved 100% placement in college.
- Gabriel J. Gerzon, a graduate from Concord, was honored as an Outstanding Vocational Student of the Year by the Minuteman Regional School Committee, the Massachusetts Association of Vocational Administrators and State Commissioner of Education, Dr. David Driscoll.
- Sam Rogers, a Biotechnology Academy student from Concord, graduated Valedictorian in the Class of 2007.
- Student speakers at the Class of 2007 graduation ceremony were Valedictorian Sam Rogers of Concord, Salutatorian James Michaels of Acton and Class President Rachel Forziati of Malden.

The Class of 2007 - *Boxborough*

| | |
|------------------|--|
| Charlene Davison | Biotechnology Academy <i>President's Award for Academic Achievement</i> |
| Stephen Johnston | Metal Fabrication |
| William Neville | Metal Fabrication |

Gabriel J. Gerzon, Outstanding Student of the Year 2007

Gabriel J. Gerzon, a Carpentry major from Concord, is the son of Robert and Christine Gerzon and the youngest of five children. Ranked fourth in his graduating Class of 2007, Gabe excelled in academics, his technical program of study and sports, and had been active in out-of-school extracurricular activities.

Gabe brought honor to his family, community and school throughout his high school years through student activism and leadership both on and off campus, including being a student representative to the Minuteman Carpentry Advisory Committee, his founding membership in the Concord Coffee House for Youth, a regular contributor to the Minuteman Art & Literary Magazine, a two-year varsity member of the Minuteman basketball team, an avid snowboarder, a member of the Minuteman Student Ambassador Corps and a straight four year Honor Roll Student earning high honors each marking term since freshmen year.

Complimenting his carpentry and construction management studies at Minuteman, Gabe combined his interests in media and writing with an appreciation for math and science as they relate to his field of study. He enjoys art, poetry and the social sciences and says that he came to better appreciate these

subjects as they were taught in the academic classroom and often applied in his carpentry studies through literature, architecture and urban studies.

Gabe has tremendous leadership abilities. Struggling to find a place to call their own, Gabe and his friends developed a grass-roots plan to create the Concord Coffee House for Youth. This establishment is for kids by kids in every sense of the word. A daily place where high school students can study, engage each other with board games, read poetry, listen to and learn to play music, conduct college and career planning discussion and focused workshops, or just relax. He used his carpentry skills to build a stage for poetry readings, musical performances or other entertainment. Gabe used his leadership skills to get this project off the ground and it opened last year and it is going strong today.

Gabe was accepted to all colleges where he applied including the University of Massachusetts, McDaniel College, Massachusetts College of Liberal Arts and Clark University. He is enrolled in Psychology and Communications with later plans to enter a career in media or writing.

Gabriel Gerzon, Minuteman's Outstanding Student of the Year for 2007, envisions a career in human services or the arts using the carpentry field as a springboard to understanding how things work, how communities and the world around us are built and sustained and how like-minded people can improve our society for the better by taking academic knowledge and applying it to problems and creating solutions.

2007 Students High Achievers

Congratulation to the following students recognized as High Achievers this year:

Mike Belanger of Ayer, *HVAC/R*
Krista Burgoyne of Bolton, *Culinary Arts & Hospitality Management*
Ben Caeser of Lancaster, *Computer Programming*
Brian Clough of Dover, *Carpentry*
Lori Conners of Sudbury, *Exploratory*
Melissa D'Amico of Ayer, *Cosmetology*
Juanita Estrida of Arlington, *Graphic Communications*
Aaron Gralnik of Lexington, *Environmental Technology*
Chris Hansen of Medford, *Electromechanical Engineering*
Eliza Leahy of Needham, *Environmental Technology*
Jason McPhail of Watertown, *HVAC/R*
Alice Ofria of Medford, *Environmental Technology*

Student Performance Highlights

- Minuteman Regional High School sophomores had a 97% pass rate on the English Language Arts MCAS Test, a 94% pass rate in Math, 72% in Biology, and 100% in Chemistry taken in May 2007.
- Minuteman students on the Math Team competed strongly at all levels against academically diverse groups of area schools finishing the year ranked in first place in the state vocational conference for the third year in a row.
- A Latin course was expanded to serve the growing number of students interested in medical careers, biotechnology and science.
- The Minuteman Players, the school's drama students, produced and performed a full production of Matthew Barber's "*Enchanted April*."
- Faculty members from English, Math, Science and several vocational fields designed a series of MCAS Science curriculum standards for use throughout each of the school's 22 vocational majors.

- The first state-approved high school pre-engineering program entered its eighth year and graduated its fourth class of students, again with 100% attending college.
- Approximately 82% of the Science and Technology seniors graduating received certification in their respective area, while approximately 92% were planning to continue their education or training upon graduation.
- A Team of two Pre-Engineering students placed second in the “West Point Bridge Design” contest – A National Internet-based software design contest.
- Minuteman is now an authorized CertiPort Testing Center for Microsoft Office Specialist Certifications.
- Students in Carpentry, Electrical Wiring, Plumbing and HVAC completed construction of the single family home for the Lincoln Housing Commission in Lincoln, MA.
- Underclassmen created four scaled New England style homes for display at the New England Home Show in Boston. Minuteman was the only participating vocational high school in MA.
- Electrical Wiring students completely wired two residential units in Lexington.
- Environmental Science students were invited to attend the Secretary’s Award for Excellence in Environmental Education as an honorable mention. This award honors individual schools, teacher and students across the Commonwealth who have distinguished themselves in environmental education initiatives.
- For the third year in a row, Culinary Arts students won first-place in the annual culinary competition at Newbury College and in so doing earned \$7,000 in scholarships for enrollment at Newbury College.
- As a community service project a team of junior Graphic Communications students worked with the Lahey Clinic in designing and printing a 2007 calendar incorporating artwork drawn by elementary age students who are patients in the “young hearts” clinic.
- The Cosmetology Class of 2007 had a 100% success rate when taking the State Board Exams.

National Honor Society

The Minuteman Chapter of the National Honor Society proudly served the school and the community with thousands of volunteer hours maintaining a solid and diverse membership while inducting twenty-five new members.

Congratulations to the new recently inducted members: Thomas Andrews of Arlington, JonFanco Barretto of Medford, Nathaniel Bearg of Concord, Paul Blaszczyznzki of Arlington, Amanda Cabral of Medford, Hailey Callahan of Concord, Sean Chicosky of Acton, John Clark of Belmont, Ashley Cobuzzi of Lexington, Abigail Dornbusch of Needham, Katheryn Fontaine of Arlington, Elizabeth Haberkorn of Stow, Nicholas Hammond of Medford, Geoffrey Landskov of Arlington, Bradley Lowe of Boxborough, Tyler Manoukian of Carlisle, Molly Mullen of Cambridge, Christina Niccoloro of Cambridge, Alice Ofria of Medford, Michelle Pierre of Arlington, Nicholas Ritchie of Carlisle, William Roche of Concord, Rebecca Rowe of Arlington, Christopher Sproul of Stow, and Allison Walsh of Medford.

Minuteman Takes Grand Prize Award at MIT-Sponsored Competition

Three cross-vocational teams from Minuteman’s Biotechnology, Pre-Engineering and Robotics competed in a Design Challenge at the Museum of Science in Boston.

In this full-day design event, amongst teams from across New England, Minuteman’s Technology Division took home the gold medal -- winning the MIT-sponsored WINDY 500 Grand Prize Award. The teams were challenged with designing, building and racing wind-powered vehicles using only materials provided. The cars had to carry a single driver.

The Windy 500 is part of EurekaFest, a multi-day celebration sponsored by the Lemelson-MIT Program, a foundation dedicated to supporting and encouraging invention and innovation.

In preparation for the event, Minuteman's teams competed against each other on design projects during the school day. They participated in team building exercises and analysis that was headed by Dr. Clarissa Sawyer, a corporate consultant in the field.

Members of the winning Minuteman team were freshman Ivy Smith of Medford, and Becky Cole of Arlington. The juniors were Paul Blaczynski of Arlington, Jeff Palma of Concord, and Robin Weinstein of Weston. Students on the two other Minuteman competing teams were juniors Kevin Brown of Pepperell, Charlie Deakins of Carlisle, Chris Hansen of Medford, Dan Polansky of Dedham, Paramveer Pabla of Arlington and freshman Sean Keane of Arlington, Therese Gray-Gaudet of Medford, Eben Goldman of Lexington, Kenny March and Torri Dodge of Stow, and Eo Jin Hwang, a visiting exchange student from Japan.

The races were emceed by Ray Magliozzi, one of the Click n' Clack Brothers of National Public Radio's CarTalk. The Windy 500 is featured on the CarTalk website. As well, Nate and Deanne, from PBS Kids' Design Squad television program, served as the Windy 500 hosts for the day.

Overall School Highlights

A new Freshmen Exploratory program was designed and implemented as a means to ensure that members of the Class of 2011 have a full opportunity to experience each of Minuteman's twenty-two technical programs before choosing a major. This new exploratory program runs half of grade 9 and allows students to develop a better understanding of their talents and interests while exposing them to diverse careers.

- Minuteman developed a Nontraditional Exploratory Program for Girls for the Class of 2011 through which all female students learned about the viability and challenges of women in nontraditional careers, such as automotive technology, carpentry and construction, computer science and engineering. The freshmen girls learned about these careers through a series of hands-on exercises, guest speakers and alumni panelists and field site visits to industry partners.
- New and/or updated college articulation and advance credit agreements with numerous top colleges in over 78 different courses and programs at over 17 colleges and universities.
- Community Education services, including After School programs for middle school students, Adult High School services, Evening and Continuing Education courses and Summer School programs and camps, provided to member town residents continued at one of the highest participation and success levels in the state.
- The Facilities Management Department completed major campus renovation and facility improvement projects including a program of delivering "green" products to school services.

Minuteman Students Receive John and Abigail Adams Scholarships

The John and Abigail Adams Scholarship provides a tuition waiver for eight traditional semesters of undergraduate education at the University of Massachusetts, the seven state colleges, or fifteen community colleges. Students qualify for the scholarship when score in the Advanced category in either the Mathematics or the English language arts section of the grade 10 MCAS test; score in the Proficient or Advanced category on the second subject (Mathematics or English language arts); and have a combined MCAS score on these assessments that ranks in the top 25% in their school district. Congratulations to the thirty-six Minuteman Students Awarded!

The following students were awarded: Arthur Albuquerque, Sean Chickosky, Benjamin Howell and Arielle Shander of Acton; Colin Donogue, Geoffrey Landskov, John Scaduto, Jacob Smith, Patrick

Cooney, Paramveer Pabla and Paul Blaszczyński of Arlington; Courtney Lindhorst of Belmont; Krysten Shedd of Boston; Bradlee Tower of Boxborough; Joel Cioffi of Burlington; Elizabeth Mullane of Cambridge; Charles Deakins of Carlisle; Nathaniel Bearg, and Jeffrey Palma of Concord; Daniel Polansky of Dedham; Brian Clough of Dover; Kristen Capen of Lancaster; Lily Altshuler of Maynard; Nicholas Hammond and Chris Hansen of Medford; Richard Harrington, David Kelly, and William Patey of Needham; Collin Aucoin, Jonathan Evers, Elizabeth Haberkorn, Sarah Nichols and Adam Radl of Stow; Michael Lavy of Watertown; and Joshua Kerti of Wayland.

Minuteman Students Take Gold, Silver and Bronze Medals at National SkillsUSA Competition

Sixteen students from Minuteman Regional High School represented their school and Massachusetts at a national competition, the SkillsUSA Championships in Kansas City, MO in late June. Twelve came home with first, second or third place medals and four more returned with top ranking national placements.

Jake Shearer of Wayland, a junior in Medical Assisting placed first in the Medical Assisting competition. This was Jake's second year at the National Competition placing third last year. Jake's impressive national first place ranking as a sophomore brings high hopes for next year's competition.

Karl Gibson of Arlington, a senior in Computer Technology placed Silver in the Computer Programming Competition. This is the second year that this competition has been available to compete in and Karl's second trip to Nationals. Last year, Karl was awarded first in the Nation.

The Biotechnology team of senior's **Desi Forte and Amber Hill of Watertown**, and sophomore **Abby Dornbusch of Needham** were honored as Second Place finalists in the Tech Prep Showcase Competition. Tech Prep Showcase is a unique leadership competition where students are required to perform an act of community service and develop a detailed and rehearsed presentation following competition guidelines and concludes by making a formal presentation to a group of judges. This competition is also in its infancy stages and has had great success from students for the past two years of its existence. The sophomore Environmental Technology team of **Allison Walsh and Alice Ofria of Medford** and **Becky Rowe of Arlington**, were also honored as Silver Medal winners in the Tech Prep Showcase Competition.

The team of junior's **Christopher Hansen of Medford and Paramveer Pabla of Arlington** took their skills in Robotic and Automation Technology to the national level, and emerged as bronze medal winners, placing third in the country. Chris and Paramveer's competition area, where they worked all day on Thursday to produce a medal-winning project, was directly below the sign announcing the competition, and drew many onlookers, but the experienced team seldom looked up, concentrating on their work.

Making her third appearance at the National Competition, senior **Krista Burgoyne of Bolton**, took National Third Place and a bronze medal in Commercial Baking. Visitors to the competition could watch contestants preparing, baking and displaying more than a half-dozen types of pastry and assorted confections. Krista placed first in the Nation the previous two years. Krista was previously awarded a full tuition scholarship at the Culinary Institute of America.

Four other students also received national standings; **Ian Hurley of Ayer**, placed first in the state in Automotive Service Technology. **Elizabeth Mullane of Cambridge**, placed first in the state in Office Computer Applications. **Francis Gassert of Acton** placed first in the state in Related Technical Math. **Evan Rogers of Concord** placed first in the state in Job Interview, another Leadership competition.

Through leadership events and competitions on the district, state and national level, the organization helps students excel in their education and future technical, skilled and service careers, including health occupations. SkillsUSA serves nearly 265,000 high school and college/postsecondary students and their chapter advisors who are professional members.

Art and Literary Magazine Celebrates 22nd Publication

The ink is dry on the twenty-second edition of Minuteman Regional High School's Art & Literary Magazine, and as usual, the publication contains many outstanding examples of student-generated poetry and art. This year's magazine showcases 20 poets and 13 artists.

The winners of school-wide poetry and art contests provide the content for the magazine. This year, approximately 150 poems from about 80 poets were submitted. In the art contest, 40 artists submitted 70 pieces of artwork. Originality is the primary criteria used in selecting work for inclusion in the magazine, and selection committee members also try to ensure a mixture of styles.

"We really have quite an artistic community at the school," Mr. Donovan said. "We used to just get block printing, but now, it's quite a variety. We added photography to the art contest three or four years ago. This year, there are quite a few pieces of artwork done in anime style. "Anime has become very popular in the school," he said. "They had an Anime Club this year for the first time.

A third contest, open to juniors in the Graphics department, determines who designs the magazine's cover. Patrick Cooney of Arlington won this year's cover design contest. Patrick also did the magazine's entire layout.

Former Minuteman English teacher Denise R. Donovan served as the Copyright Editor, and the Graphics Coordinator was Graphics Department senior teacher Daniel Vardaro. The school's Office Technology department did the word processing. "The magazine is truly an integrated student effort," Ms. Donovan said. "By the time it's done, many students from all majors and departments have played a part in its creation."

The student artists featured in this year's magazine are Francis Gassert of Acton; Jared Bessett-Kirton, Paul Blaszczynski and Ashley Val of Arlington; Courtney Lindhorst of Belmont; Joseph Cusano of Concord; David Vaughan of Dorchester; Michael Hammond and Ivy Smith of Medford; Hilary Fox of Needham; Julia Repucci of North Andover; Marcela Ribeiro of Sudbury; and Michael Don of Watertown.

The student poets featured in this year's magazine are Sean Chickosky, Franci Gassert, Michael Mortis and Arielle Shander of Acton; Pat Cooney, Molly McDowell, Amy Rivera and Ashley Val of Arlington; Elizabeth Mullane of Cambridge; Nat Bearg and Jeffrey Palma of Concord; David Gagliardi and Aaron Granik of Lexington; Ivy Smith of Medford; Eliza Leahy and Matt Schlegel of Needham; Kevin Murphy of Peabody; Libby Haberkorn and Erica Linstrom of Stow; and Marcela Ribeiro of Sudbury.

Minuteman Celebrates First Annual Science & Technology Career/College Expo

Minuteman Regional High School was very excited to extend an invitation to companies and colleges to participate in our First Annual Science & Technology Expo for students interested in exploring technology career pathways. The Science & Technology Expo was held at Minuteman Regional High School on March 15, 2007.

This evening was designed to allow the opportunity for companies and colleges to identify as being a partner with Minuteman, showcase products, and more importantly, share how their education in one of Minuteman's technology program lead to college and then exciting and rewarding careers. Present at this Expo were prospective students and their parents, as well as, Minuteman technology faculty, current and former technology students, parents, industry partners, and representatives from colleges/universities. Minuteman was also pleased to welcome keynote speaker Dr. Cary Sneider, Vice President of the Museum of Science Boston and the Executive Director of the National Center for Technological Literacy.

The goal of the Science & Technology Expo was to provide a program that would identify viable career opportunities in technology and how career pathways that begins in one of Minuteman's eleven technology programs could continue onto a two or four-year post-graduate program and into a rewarding business, engineering, medical, science, or technical career.

School Committee Recognition

After several years of dedicated service, one member left the Regional School Committee in 2007. The entire Minuteman Regional School District thanks Linda Frizzell of Belmont for her many years of service, leadership and commitment to Minuteman Regional High School.

Minuteman Regional School Committee 2007

| | |
|--|--|
| Charles Olmstead of Acton | Rosalie Barton-May of Lancaster |
| Laura Morrisette of Arlington (<i>Secretary</i>) | Marjorie Daggett of Lexington |
| Joseph Scali of Belmont | Kemon Taschioglou of Lincoln |
| Kileen Burgoyne of Bolton | Jeffrey Stulin of Needham (<i>Chair</i>) |
| Donna Corey of Boxborough | Alice DeLuca of Stow |
| Nancy Weiss of Carlisle (<i>Vice-Chair</i>) | Atty. Paul Lynch of Sudbury |
| John Lang of Concord | Mary Ellen Castagno of Wayland |
| Frank Gobbi, Jr. of Dover | David Harmon of Weston |

Student Representative – Molly McDowell of Arlington

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT
OPERATING FUND
COMPARISON OF BUDGET TO ACTUAL FOR THE MONTH ENDED JUNE 30,2007 (UNAUDITED)

| REVENUES | FY 06 ACTUAL | FY 07 BUDGET | ACTUAL/ ENCUMBERED | TRANSFER/ RECEIPTS | AVAILABLE |
|-------------------------|----------------------|----------------------|-----------------------|-----------------------|-------------------|
| DISTRICT ASSESSMENTS | \$ 9,072,541 | \$ 9,593,639 | \$ 9,593,638 | \$ - | \$ (1) |
| CHAPTER 70 AID | \$ 2,062,420 | \$ 2,232,203 | \$ 2,236,484 | \$ - | \$ 4,281 |
| CURRENT TUITION | \$ 600,000 | \$ 500,000 | \$ 307,018 | \$ - | \$ (192,982) |
| TRANSPORTATION REIMB | \$ 834,795 | \$ 983,837 | \$ 1,069,797 | \$ - | \$ 85,960 |
| CHOICE | \$ - | \$ - | \$ - | \$ - | \$ - |
| OTHER PROGRAM INCOME | \$ 289,529 | \$ 93,177 | \$ 195,919 | \$ - | \$ 102,742 |
| LAND SALE | \$ - | \$ - | \$ - | \$ - | \$ - |
| APP SUR | \$ - | \$ 145,513 | \$ 145,513 | \$ - | \$ - |
| PREV TUITION | \$ 2,839,870 | \$ 2,591,129 | \$ 2,591,129 | \$ - | \$ - |
| TOTAL | \$ 15,699,155 | \$ 16,139,498 | \$ 16,139,498 | \$ - | \$ - |
| EXPENSES | | | | | |
| BUILDING TRADES | \$ 69,619 | \$ 77,861 | \$ 74,588 | \$ 1,145 | \$ 4,418 |
| COMMERICAL SERVICES | \$ 18,320 | \$ 32,690 | \$ 27,950 | \$ 1,574 | \$ 6,314 |
| ELECTRONICS | \$ 21,225 | \$ 23,698 | \$ 19,838 | \$ (557) | \$ 3,303 |
| GRAPHICS | \$ 52,231 | \$ 46,725 | \$ 66,382 | \$ 3,106 | \$ (16,551) |
| HEALTH INSTRUCTION | \$ 17,892 | \$ 21,800 | \$ 20,470 | \$ 24 | \$ 1,354 |
| METAL FABRICATION | \$ 28,126 | \$ 18,685 | \$ 18,459 | \$ 1,840 | \$ 2,066 |
| POWER MECHANICS | \$ 11,470 | \$ 17,393 | \$ 14,366 | \$ 2,190 | \$ 5,217 |
| TECHNOLOGY | \$ 61,240 | \$ 72,474 | \$ 67,006 | \$ (674) | \$ 4,794 |
| AFTER SCHOOL PROGRAM | \$ 13,105 | \$ 13,600 | \$ 11,674 | \$ 510 | \$ 2,436 |
| REGULAR OCCUPATIONAL | \$ 3,421 | \$ - | \$ - | \$ - | \$ - |
| SPECIAL TRADES | \$ 14,759 | \$ 18,590 | \$ 16,931 | \$ 4,574 | \$ 6,233 |
| SAFETY | \$ 7,291 | \$ 7,250 | \$ 5,077 | \$ 1,354 | \$ 3,527 |
| COMMUNICATIONS | \$ 30,185 | \$ 37,392 | \$ 34,235 | \$ 13,502 | \$ 16,659 |
| HUMAN RELATIONS | \$ 15,629 | \$ 19,138 | \$ 15,509 | \$ 4,192 | \$ 7,821 |
| MATH | \$ 34,226 | \$ 35,578 | \$ 20,509 | \$ 3,610 | \$ 18,679 |
| SCIENCE | \$ 45,902 | \$ 54,395 | \$ 50,531 | \$ (450) | \$ 3,414 |
| PHYSICAL EDUCATION | \$ 3,014 | \$ 5,610 | \$ 2,970 | \$ (34) | \$ 2,606 |
| ATHLETICS | \$ 95,717 | \$ 98,740 | \$ 106,750 | \$ 414 | \$ (7,596) |
| BUSINESS INSTRUCTION | \$ - | \$ - | \$ - | \$ - | \$ - |
| FOREIGN LANGUAGE | \$ 14,148 | \$ 16,040 | \$ 12,506 | \$ (2,435) | \$ 1,099 |
| ART | \$ 1,246 | \$ 6,864 | \$ - | \$ - | \$ 6,864 |
| MUSIC | \$ - | \$ - | \$ - | \$ - | \$ - |
| ALTERNATIVE EDUCATION | \$ - | \$ - | \$ - | \$ - | \$ - |
| INSTRUCTIONAL RESOURCES | \$ 74,551 | \$ 75,730 | \$ 82,648 | \$ 21,589 | \$ 14,671 |
| PUPIL SUPPORT | \$ 104,544 | \$ 90,410 | \$ 81,839 | \$ 3,779 | \$ 12,350 |
| PRINCIPAL | \$ 98,872 | \$ 76,240 | \$ 107,735 | \$ (61) | \$ (31,556) |
| VOCATIONAL COORDINATOR | \$ 3,242 | \$ - | \$ - | \$ - | \$ - |
| COMPUTER SERVICES | \$ 12,760 | \$ 32,300 | \$ 7,916 | \$ 617 | \$ 25,001 |
| DEAN'S OFFICE | \$ 6,063 | \$ 10,895 | \$ 7,490 | \$ 859 | \$ 4,264 |
| DISTRICT PROGRAMS | \$ 248,910 | \$ 228,622 | \$ 260,597 | \$ 4,941 | \$ (27,034) |
| LEGAL FEES | \$ 57,195 | \$ 40,183 | \$ 16,892 | \$ - | \$ 23,291 |
| AUDIT FEES | \$ 58,500 | \$ 56,500 | \$ 60,400 | \$ - | \$ (3,900) |
| SUPERINTENDENT | \$ 3,177 | \$ 7,250 | \$ 4,698 | \$ (50) | \$ 2,502 |
| PLAN/ACADEMICS | \$ 32,385 | \$ 15,365 | \$ 5,494 | \$ - | \$ 9,871 |
| BUSINESS OFFICE | \$ 38,653 | \$ 57,713 | \$ 52,756 | \$ 346 | \$ 5,303 |
| RISK INSURANCE | \$ 173,286 | \$ 241,995 | \$ 167,768 | \$ - | \$ 74,227 |
| RETIRE/EMPLOYEE BNFT | \$ 1,773,581 | \$ 2,061,522 | \$ 1,980,878 | \$ 31,334 | \$ 111,978 |
| TRANSPORTATION | \$ 1,185,354 | \$ 1,233,855 | \$ 1,180,016 | \$ 110 | \$ 53,949 |
| CAFETERIA | \$ 5,288 | \$ 12,550 | \$ 5,126 | \$ (35) | \$ 7,389 |
| OPER & MAINTENANCE | \$ 1,013,475 | \$ 963,400 | \$ 1,107,114 | \$ 126,299 | \$ (17,415) |
| EQUIPMENT PURCHASES | \$ 74,995 | \$ 250,000 | \$ 175,759 | \$ (70,604) | \$ 3,637 |
| DEBT MANAGEMENT | \$ - | \$ - | \$ - | \$ - | \$ - |
| SALARIES | \$ 10,174,017 | \$ 10,060,445 | \$ 10,102,571 | \$ 7,000 | \$ (35,126) |
| TOTAL | \$ 15,697,614 | \$ 16,139,498 | \$ 15,993,448 | \$ 160,009 | \$ 306,059 |
| EXCESS REV | \$ 1,541 | \$ - | \$ 146,050 | \$ 160,009 | \$ 306,059 |



**TOWN OF BOXBOROUGH
WARRANT AND PROCEEDINGS
SPECIAL/ANNUAL TOWN MEETING
MAY 14, 2007
LIST OF ARTICLES**

SPECIAL TOWN MEETING

- 1. MUNICIPAL AFFORDABLE HOUSING TRUST BYLAW**
- 2. TAX INCREMENT FINANCING AGREEMENT (CISCO SITE 1)**
- 3. TAX INCREMENT FINANCING AGREEMENT (CISCO SITE 2)**

ANNUAL TOWN MEETING

- 1. CHOOSE TOWN OFFICERS**
QUESTION 1 - REMOVAL OF SNOW AND ICE FROM PRIVATE WAYS
QUESTION 2 - PROPOSITION 2 1/2 CAPITAL EXPENDITURE EXCLUSION –
BLANCHARD MEMORIAL SCHOOL SECURITY INFRASTRUCTURE
QUESTION 3 - PROPOSITION 2 1/2 DEBT EXCLUSION – HAGER WELL HOUSE
GENERATOR
QUESTION 4 - PROPOSITION 2 1/2 DEBT EXCLUSION – EMERGENCY
GENERATOR TO BE LOCATED AT THE BLANCHARD MEMORIAL SCHOOL
QUESTION 5 - PROPOSITION 2 1/2 LEVY LIMIT OVERRIDE – PROMOTION OF 2
FF/EMTS TO LIEUTENANTS
QUESTION 6 - PROPOSITION 2 1/2 CAPITAL EXPENDITURE EXCLUSION –
REPLACE TWO DUMPSTERS
QUESTION 7 - PROPOSITION 2 1/2 CAPITAL EXPENDITURE EXCLUSION –
ATHLETIC FIELD LIGHTING – ACTON-BOXBOROUGH REGIONAL SCHOOLS
QUESTION 8 - PROPOSITION 2 1/2 LEVY LIMIT OVERRIDE – COUNCIL ON AGING
OUTREACH WORKER
- 2. HEAR AND RECEIVE REPORTS**
- 3. SET SALARIES AND COMPENSATION OF OFFICERS**
- 4. PERSONNEL ADMINISTRATION PLAN CHANGES**
- 5. TOWN OPERATING BUDGET**
- 6. CAPITAL IMPROVEMENTS – BLANCHARD MEMORIAL SCHOOL SECURITY**
INFRASTRUCTURE
- 7. CAPITAL IMPROVEMENTS – HAGER WELL HOUSE GENERATOR**

8. CAPITAL IMPROVEMENTS – EMERGENCY GENERATOR TO BE LOCATED AT THE BLANCHARD MEMORIAL SCHOOL
9. CAPITAL IMPROVEMENTS - POLICE & FIRE STATIONS
10. FIRE DEPARTMENT STAFFING - PROMOTION OF 2 FF/EMTS TO LIEUTENANTS
11. CAPITAL IMPROVEMENTS – REPLACE TWO DUMPSTERS
12. CAPITAL IMPROVEMENTS - ATHLETIC FIELD LIGHTING – ACTON-BOXBOROUGH REGIONAL SCHOOLS
13. AERIAL DROP OF MOSQUITO LARVACIDE (BTI)
14. CAPITAL IMPROVEMENTS – GROUNDWATER SUPPLY TESTING
15. COUNCIL ON AGING STAFFING - OUTREACH WORKER
16. RESIDENCY REQUIREMENT BYLAW
17. STORMWATER BYLAW
18. ZONING BYLAW AMENDMENT – AMEND THE ZONING BYLAW TO ADD SECTION 4107 ACCESSORY APARTMENT
19. ZONING BYLAW AMENDMENT – AMEND THE SIGN EXEMPTIONS TO ALLOW AGRICULTURAL SIGNS
20. ZONING BYLAW AMENDMENT – AMEND SECTION 8000 UNDER SITE PLAN APPROVAL
21. GENERAL BYLAW AMENDMENT – AMEND THE EARTH REMOVAL BYLAW
22. RESCIND UNUSED BORROWING AUTHORITY**
23. CLOSE OUT OLD ARTICLES**
24. ELECTED OFFICIALS GROUP INSURANCE**
25. REVOLVING FUND – SENIOR VAN**
26. REVOLVING FUND – GIS ASSESSOR MAPS**
27. ACCEPTANCE OF MGL CHAPTER 59 §5 CLAUSE 22E - VETERANS' EXEMPTIONS RESIDENCY REQUIREMENTS**
28. REVOLVING FUND - ELECTRICAL INSPECTION**
29. REVOLVING FUND - PLUMBING AND GAS INSPECTION**
30. REVOLVING FUND - FIRE ARMS PERMITS**
31. REVOLVING FUND - LIBRARY FINES**
32. REVOLVING FUND - DOG LICENSE FEES**
33. REVOLVING FUND – STEELE FARM**
34. REVOLVING FUND – INTEGRATED PRESCHOOL PROGRAM**
35. REVOLVING FUND – CONSERVATION COMMISSION**
36. ELDERLY TAX RELIEF – INCREASE IN EXEMPTIONS**
37. CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM**

LEGEND

**** CONSENT AGENDA**



BOXBOROUGH SPECIAL TOWN MEETING

To either of the Constables of the Town of Boxborough, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of M.G.L. Chapter 51, Section 1, to meet at the Blanchard Memorial School, Massachusetts Avenue, Boxborough, MA on Monday, May 14, 2007 at 7:00 p.m. to act on Articles 1 through 3 of this Special Town Meeting Warrant.

John Fallon, the Moderator, began by asking people to check in and take their seats. He asked for feedback on the change to 7:00pm start time. He also mentioned that the Quasquibicentennial celebration for the town's 225th birthday is next year. The Quasquibicentennial Committee would like citizen participation. The Moderator made some additional announcements. The Blanchard School Vocal Ensemble performed the "Star Spangled Banner" accompanied by 6th grade pianist Brian Li. There was a moment of silence for those Boxborough residents who had died since last town meeting. Town officials were recognized.

The meeting having been legally called and convened and the voters legally notified, the Moderator called the Special Town Meeting to order at 7:25pm. There were 203 registered voters in attendance.

ARTICLE 1 MUNICIPAL AFFORDABLE HOUSING TRUST BYLAW

(Majority vote required)

Les Fox, chair of the Board of Selectmen, moved to adopt a general bylaw, *Municipal Affordable Housing Trust Bylaw*, as written in the Special Town Meeting warrant under Article 1. The motion was seconded by Rebecca Neville, member of the Board of Selectmen.

Section 1. Pursuant to the vote of the 2005 Annual Town Meeting accepting c. 491 of Acts of 2004, and the provisions of G.L. c. 44, sec. 55C, there is hereby established in the Town of Boxborough a Municipal Affordable Housing Trust (the "Trust"), having five Trustees (the "Trustees") to be appointed by the Board of Selectmen as follows:

One member of the Board of Selectmen to serve for a term of two years;

One at-large resident of the town to serve for a term of two years;

One member of the Finance Committee to serve for an initial term of one year, and thereafter for a term of two years;

Two members of the Boxborough Housing Board, one to serve for an initial term of one year, and, thereafter, for a term of two years, and one to serve for a term of two years.

In the event that a vacancy shall occur on the Board of Trustees, the Board of Selectmen shall fill said vacancy for the unexpired term in accordance with this bylaw.

The Trustees are hereby authorized to execute a Declaration of Trust and Certificate of Trust for the Boxborough Affordable Housing Trust to be recorded with Middlesex South Registry of Deeds and filed with Middlesex South Registry District of the Land Court.

Section 2. The purpose of the Trust shall be to provide for the creation and preservation of affordable housing for the benefit of low and moderate income households, and to support the activities of the Boxborough Housing Board through grants of real and personal property.

Section 3. The Trustees shall have the following powers and duties:

- (1) to accept and receive personal property by gift, grant, devise, or transfer from any person, firm, corporation or other public or private entity, including without limitation grants of funds or other property tendered to the Trustees in connection with provisions of any zoning bylaw or any other bylaw or vote of town meeting. The Trustees shall have no authority to acquire, other than by the transfer pursuant to General laws c. 40, section 15A, an interest in real property; it being the intention of this bylaw that the Boxborough Housing Board be the principal board in the town responsible for the acquisition of interests in real property for affordable housing purposes;
- (2) to purchase and retain personal property, including without restriction investments that yield a high rate of income or no income;
- (3) to sell, lease, exchange, transfer or convey any personal, mixed, or real property at public auction or by private contract for such consideration and on such terms as to credit or otherwise, and to make such contracts and enter into such undertaking relative to trust property as the Trustees deem advisable notwithstanding the length of any such lease or contract;
- (4) to execute, acknowledge and deliver deeds, assignments, transfers, pledges, leases, covenants, contracts, promissory notes, releases and other instruments sealed or unsealed, necessary, proper or incident to any transaction in which the Trustees engage for the accomplishment of the purposes of the Trust;
- (5) to employ advisors and agents, such as accountants, appraisers and lawyers as the Trustees deem necessary;
- (6) to pay reasonable compensation and expenses to all advisors and agents and to apportion such compensation between income and principal as the Trustees deem advisable;
- (7) to apportion receipts and charges between incomes and principal as the Trustees deem advisable, to amortize premiums and establish sinking funds for such purpose, and to create reserves for depreciation depletion or otherwise;
- (8) to participate in any reorganization, recapitalization, merger or similar transactions; and to give proxies or powers of attorney with or without power of substitution to vote any securities or certificates of interest; and to consent to any contract, lease, mortgage, purchase or sale of property, by or between any corporation and any other corporation or person;
- (9) to deposit any security with any protective reorganization committee, and to delegate to such committee such powers and authority with relation thereto as the Trustees may deem proper and to pay, out of Trust property, such portion of expenses and compensation of such committee as the Trustees may deem necessary and appropriate;
- (10) to carry property for accounting purposes other than acquisition date values;

- (11) to borrow money, subject to Town Meeting approval, on such terms and conditions and from such sources as the Trustees deem advisable, to mortgage and pledge Trust assets as collateral;
- (12) to make distributions or divisions of principal in kind;
- (13) to comprise, attribute, defend, enforce, release, settle or otherwise adjust claims in favor or against the Trust, including claims for taxes, and to accept any property, either in total or partial satisfaction of any indebtedness or other obligation, and subject to the provisions of this act, to continue to hold the same for such period of time as the Trustees may deem appropriate;
- (14) to manage or improve real property; and to abandon any property which the Trustees determine not to be worth retaining;
- (15) to hold all or part of the Trust property uninvested for such purposes and for such time as the Trustees may deem appropriate; and
- (16) to extend the time for payment of any obligation to the Trust.

The Board of Selectmen recommends unanimously (4 – 0).

In May 2005, Town Meeting voted to adopt Chapter 491 of the Acts of 2004, *An Act Establishing Municipal Affordable Housing Trust Funds*, as advised by Town Counsel, in order to comply with directives from the Massachusetts Department of Revenue (DOR) for towns to segregate and protect assets that are restricted to Chapter 40B uses, in accordance with municipal finance rules and procedures. Many of the provisions of the statutory Affordable Housing Trust duplicate powers already given to the Boxborough Housing Board through adoption of our Housing Board Bylaw at Town Meeting in October 2000. We need to clearly delineate the role and function of the Affordable Housing Trust to ensure no conflict arises with the Housing Board's responsibilities. After discussions with Town Counsel and the Housing Board, the Selectmen believe that the best course is to establish the Housing Trust as essentially a financing vehicle for the Housing Board's affordable housing programs and needs. In accordance with the enabling statute itself, Town Meeting must adopt a bylaw to establish a "customized" Affordable Housing Trust tailored to Boxborough's needs.

Boxborough has acquired significant monetary assets for affordable housing purposes through settlement of the Boxborough Meadows lawsuit. We need to create an Affordable Housing Trust, to give us a legal mechanism to access those funds for use by the Housing Board. The Housing Board would request the Board of Trustees to release funds for Housing Board projects and programs.

The proposed structure of the Affordable Housing Trust will allow us to meet the DOR mandates for good municipal finance operations and accountability, while ensuring that the Housing Board can continue to carry out its mission and duties under the Housing Board Bylaw. This will be further facilitated through the composition of the five-member Affordable Housing Trust Board of Trustees comprised of

- Two members of the Boxborough Housing Board
- One Selectman
- One member of the Finance Committee
- One member-at-large

This will confer the Housing Board with a persuasive plurality, but not an absolute majority, in the business of the Board of Trustees. We can apply the checks and balances of municipal financial oversight while ensuring that Boxborough's affordable housing needs are well-served.

The Housing Board recommends unanimously (6-0).

The Housing Board agrees with the Board of Selectmen and welcomes the establishment of a clear mechanism to spend the settlement monies for affordable housing.

ACTION ON ARTICLE 1, May 14, 2005: Mr. Fox gave some background on why an affordable housing trust bylaw is advisable. Gary Kushner, member of the Finance Committee, said the FinCom recommends unanimously. Jeanne Kangas asked a point of order on why only a majority vote, rather than 2/3. Mr. Fox said that general bylaws only require a majority vote.

On the motion by Les Fox, the Town voted to accept Article 1.

ARTICLE 2 TAX INCREMENT FINANCING AGREEMENT (CISCO SITE 1)

(Majority vote required)

James Gorman, member of the Board of Selectmen, moved to authorize the Board of Selectmen to execute the First Amendment to Tax Increment Financing Agreement (Site 1 Amendment 1) between the Town of Boxborough and Cisco Systems, Inc., and any documents relating thereto, and to take such other actions as are necessary or appropriate to implement those documents, and take such other and further action as may be necessary or appropriate to carry out the purposes of this vote. Mr. Fox seconded.

The Board of Selectmen recommends unanimously (4 – 0).

The Boxborough/Cisco partnership has had extensive positive benefits for the town in terms of new commercial tax revenue extending into the foreseeable future and near term infrastructure improvements paid directly by Cisco. As a result of employment growth at Cisco not meeting projections made at the time of the original agreement, it is necessary to amend that original agreement. The amendment formulated by Cisco and recommended by the BoS reduces the property tax exemption percentage from 15% to 4%, providing greater revenues for the town than either the original agreement in June 2000 or the current situation in which the 15% exemption applies to Site 1 and a 0% exemption applies to site 2. Both articles presented at this Special Town Meeting must be passed to validate the ongoing productive partnership between Boxborough and Cisco.

ACTION ON ARTICLE 2, May 14, 2007: Mr. Gorman gave some additional background on the history of the agreement. The Finance Committee recommended unanimously. David St. Amand asked how much it would cost the town. Mr. Gorman said that revenue from Cisco to the town would actually increase slightly if this motion is passed. A Cisco representative put the number at \$12,600.

On the motion by Mr. Gorman, the Town voted to accept Article 2.

ARTICLE 3 TAX INCREMENT FINANCING AGREEMENT (CISCO SITE 2)

(Majority vote required)

Mr. Fox moved to authorize the Board of Selectmen to execute the First Amendment to Tax Increment Financing Agreement (Site 2 Amendment II) between the Town of Boxborough and Cisco Systems, Inc., and any documents relating thereto, and to take such other actions as are necessary or appropriate to implement those documents, and take such other and further action as may be necessary or appropriate to carry out the purposes of this vote. Ms. Neville seconded.

The Board of Selectmen recommends unanimously (4 – 0).

For the reasons outlined in the BoS recommendation under Article 2, we recommend an affirmative vote on this article in order

ACTION ON ARTICLE 3, May 14, 2007: The Finance Committee recommended unanimously.

On Mr. Gorman's motion, the Town voted to accept Article 3.

A motion to dissolve the Special Town Meeting was made at 7:45pm by Mr. Fox, seconded by Ms. Neville. The motion passed unanimously.

Before calling Annual Town Meeting to order, the Moderator called for motions to govern the rules for the meeting in the absence of a Town Meeting Bylaw.

Mr. Fox moved that any adjourned sessions of Annual Town Meeting will be held on Tuesday, May 15; Thursday, May 17; Wednesday, May 23 and Thursday, May 24; and further that no debate will begin on any new article after 10:30pm. The motion was seconded by Ms. Neville. The motion passed unanimously.

Mr. Fox moved that on town meeting matters requiring a two-thirds vote by statute, a count need not be taken unless seven or more registered voters immediately question the vote so declared by the Moderator. The motion was seconded by Ms. Neville. The motion passed unanimously.

The Moderator announced that the town would recognize Paul Rey for his 34 years of service on the Conservation Commission. Charlene Golden, chair of the Conservation Commission, provided background on all the progress made by the Commission during his tenure and thanked him on behalf of the Town. The Moderator introduced State Senator Pam Resor who presented Mr. Rey with citations from the State Senate and the House of Representatives in recognition of long and faithful service on the Conservation Commission. Mr. Rey spoke fondly of his time on the Commission.



BOXBOROUGH ANNUAL TOWN MEETING

The meeting having been legally called and convened and the voters legally notified, Mr. Fallon called the first session of the Annual Town Meeting to order at 7:48pm, with 203 voters in attendance. There was a moment of silent prayer for those who had died during the last year. He reminded town meeting that Article 1 referred to the annual town elections to be held on Monday, May 21, at the Town Hall, from 7am to 8pm. Voters would have the opportunity to elect town officers and vote on 8 questions.

ARTICLE 1 CHOOSE TOWN OFFICERS

(Majority vote required)

One Moderator for a one-year term

One Town Clerk for a one-year term

One Board of Selectman member for a three-year term

One Board of Health member for a three-year term

Two Library Trustees, each for a three-year term

Two Planning Board members, each for a three-year term

One School Committee (Local and of the Region) member for a three-year term

One School Committee (Local only) member for a three-year term

Two Constables, each for a three-year term

The results of the election are as follows:

MODERATOR, One Year

| | |
|----------------|-----|
| John G. Fallon | 519 |
| Blanks | 111 |

TOWN CLERK, One Year

| | |
|-------------------------|-----|
| Elizabeth A. Markiewicz | 533 |
| Blanks | 97 |

SELECTMAN, Three Years Vote for ONE

| | |
|-------------------|-----|
| Francis J. Powers | 377 |
| Raid Suleiman | 240 |
| Blanks | 13 |

**SCHOOL COMMITTEE, Three Years
Local and Regional**

| | |
|----------------|-----|
| Bruce D. Sabot | 440 |
| Blanks | 190 |

**SCHOOL COMMITTEE, Three Years
Local**

| | |
|-------------|-----|
| Scott Lukas | 467 |
| Blanks | 163 |

**PLANNING BOARD, Three Years
Vote for not more than TWO**

| | |
|--------------------|-----|
| John M. Markiewicz | 440 |
| Clifford Stockley | 431 |
| Blanks | 389 |

**LIBRARY TRUSTEES, Three Years
Vote for not more than TWO**

| | |
|----------------|-----|
| Sandra Haber | 453 |
| Robert McNeece | 462 |
| Blanks | 345 |

BOARD OF HEALTH, Three Years

| | |
|----------------|-----|
| Bryan F. Lynch | 463 |
| Blanks | 167 |

**CONSTABLE, Three Years
Vote for not more than TWO**

| | |
|-------------------|-----|
| David L. Birt | 445 |
| Richard W. Golden | 475 |
| Blanks | 340 |

QUESTION 1**REMOVAL OF SNOW AND ICE FROM PRIVATE WAYS**

(Majority vote required)

Shall the town vote to accept the provisions of section six C of chapter forty of the General Laws, which authorize cities and towns to appropriate money for the removal of snow and ice from private ways therein open to public use?

YES: 287 NO: 237 BLANKS: 106

QUESTION 2**PROPOSITION 2 1/2 CAPITAL EXPENDITURE EXCLUSION –
BLANCHARD MEMORIAL SCHOOL SECURITY
INFRASTRUCTURE**

(Majority vote required)

Shall the Town of Boxborough be allowed to assess an additional Fifty Thousand Dollars (\$50,000) in real estate and personal property taxes for the purpose of acquiring and installing a security infrastructure system for the Blanchard Memorial School for the fiscal year beginning July first two thousand and seven?

YES: 95 NO: 498 BLANKS: 37

QUESTION 3**PROPOSITION 2 1/2 DEBT EXCLUSION – HAGER WELL HOUSE
GENERATOR**

(Majority vote required)

Shall the Town of Boxborough be allowed to exempt from the provisions of proposition two and one-half so-called, the amounts required to pay for the bond issued in order to pay the costs of acquiring and installing an emergency generator at the Hager Well House, including the payment of all costs incidental and related thereto?

YES: 131 NO: 454 BLANKS: 45

QUESTION 4**PROPOSITION 2 1/2 DEBT EXCLUSION – EMERGENCY
GENERATOR TO BE LOCATED AT THE BLANCHARD
MEMORIAL SCHOOL**

(Majority vote required)

Shall the Town of Boxborough be allowed to exempt from the provisions of proposition two and one-half so-called, the amounts required to pay for the bond issued in order to pay the costs of acquiring and installing an emergency generator at the Blanchard Memorial School, including the payment of all costs incidental and related thereto?

YES: 150 NO: 439 BLANKS: 41

QUESTION 5**PROPOSITION 2 1/2 LEVY LIMIT OVERRIDE – PROMOTION OF 2 FF/EMTS TO LIEUTENANTS**

(Majority vote required)

Shall the Town of Boxborough be allowed to assess an additional Eighteen Thousand Nine Hundred and Fifty-Two Dollars (\$18,952) in real estate and personal property taxes for the purpose of funding the additional salary for the promotion of two current fulltime Firefighter/EMT's to the rank of Lieutenant for the fiscal year beginning July first two thousand and seven?

YES: 280 NO: 316 BLANKS: 34

QUESTION 6**PROPOSITION 2 1/2 CAPITAL EXPENDITURE EXCLUSION – REPLACE TWO DUMPSTERS**

(Majority vote required)

Shall the Town of Boxborough be allowed to assess an additional Nine Thousand Dollars (\$9,000) in real estate and personal property taxes for the purpose of acquiring two 30-yard open top containers (for metal and bulk waste) for the fiscal year beginning July first two thousand and seven?

YES: 358 NO: 230 BLANKS: 42

QUESTION 7**PROPOSITION 2 1/2 CAPITAL EXPENDITURE EXCLUSION – ATHLETIC FIELD LIGHTING – ACTON-BOXBOROUGH REGIONAL SCHOOLS**

(Majority vote required)

Shall the Town of Boxborough be allowed to assess an additional Twenty-Four Thousand Dollars (\$24,000) in real estate and personal property taxes for the purpose of paying the Town's proportional contribution for the Acton-Boxborough Regional School's Athletic Field Lighting Project, which includes adding athletic lighting to the varsity baseball field, practice soccer field, and five adjacent tennis courts for the fiscal year beginning July first two thousand and seven?

YES: 290 NO: 316 BLANKS: 24

QUESTION 8**PROPOSITION 2 1/2 LEVY LIMIT OVERRIDE – COUNCIL ON AGING OUTREACH WORKER**

(Majority vote required)

Shall the Town of Boxborough be allowed to assess an additional Nine Thousand Two Dollars (\$9,002) in real estate and personal property taxes for the purpose of funding the salary of a Council on Aging Outreach Worker for the fiscal year beginning July first two thousand and seven?

YES: 192 NO: 390 BLANKS: 48

ARTICLE 2 HEAR AND RECEIVE REPORTS

(Majority vote required)

Mr. Fox moved to receive the reports of the Selectmen and other Town Officers, Agents and Committees as published in the 2006 Annual Town Report, and further, to hear and receive the reports as presented at Annual Town Meeting. Ms. Neville seconded the motion.

The Board of Selectmen recommends unanimously.

The Finance Committee recommends unanimously.

ACTION ON ARTICLE 2, May 14, 2007: Keshava Srivastava, chair of the Finance Committee, made a presentation on the budget, budget trends and projections. He provided background on the development of the budget being presented in Article 5. Bruce Sabot, chair of the Boxborough School Committee, made a presentation on the Blanchard School budget, including the implementation of School Choice. Mr. Fox made a presentation on behalf of the Board of Selectmen on changes in the organizational structure at Town Hall and other developments, such as union contracts, and elements that went into developing the BoS budget recommendation. He pointed out the difference between the FinCom budget and the BoS budget is .5%. All reports are on file in the Town Clerk's office

Mr. Fox moved to take up the hearing of other reports until 7pm Tuesday night. The motion passed unanimously.

ARTICLE 3 SET SALARIES AND COMPENSATION OF OFFICERS

(Majority vote required)

Mr. Fox moved to fix the salaries and compensation of various officials for the year beginning July 1, 2007 as printed in the Annual Town Meeting warrant under Article 3. Ms. Neville seconded.

| | |
|------------------------|---------------------------------|
| Selectmen | \$400.00 each member/year |
| Board of Health | \$166.67 each member/year |
| Tax Collector | \$55,505.00 /year |
| Town Clerk | \$36,199.00 /year |
| Constables | \$3.00 each copy/warrant posted |
| Planning Board Members | \$109.00 each member/year |

The Board of Selectmen recommends unanimously (4 – 0).

This article establishes the salaries for all elected members of Town Government.

The Finance Committee recommends unanimously.

ACTION ON ARTICLE 3, May 14, 2007: On Mr. Fox's motion, the Town voted unanimously to fix the salaries of various positions as described in Article 3.

ARTICLE 4 PERSONNEL ADMINISTRATION PLAN CHANGES

(Majority vote required)

Mr. Richard Golden made a motion to adopt the Personnel Administration Plan, Schedules A and B as printed in the Annual Town Meeting warrant under Article 4 with the following changes:

- 1) Delete the position of Outreach Worker from Schedule A, Regular Part-time Schedule
- 2) Add Junior Library Page and Van Driver to Schedule A, Intermittent Schedule
- 3) Add Transfer Station Operator I to Schedule B, Grade 20, Hourly (Non-exempt) Employees
- 4) Delete CoA Outreach Worker from Schedule B, Grade 30, Hourly (Non-exempt) Employees
- 5) Add Cemetery Superintendent to Schedule B, Intermittent Schedule, at a rate of \$7,910.63 annually

Ms. Neville seconded.

Mr. Golden said that the article requesting an appropriation for the position of CoA Outreach Worker (Article 15) will be moved to pass over. The other positions are not new, but were inadvertently left off of Schedules A & B.

(Changes are denoted by highlighting)

Schedule A – Classification of Positions

REGULAR FULL-TIME SCHEDULE

Exempt Employees

~~Assistant Town Administrator~~

Accountant

Assessor

Inspector of Buildings/Code Enforcement

Planner

Treasurer

Non-Exempt Employees

~~Secretary I~~

~~Secretary II~~ Department Assistant

~~Custodian~~

DPW Foreman

DPW Worker

DPW Semi-skilled Worker

Building & Grounds Maintenance Worker

REGULAR REDUCED HOURS SCHEDULE

COA Coordinator

Children's Librarian

Technical Services Librarian

Sr. Library Assistant

Library Assistant

DPW Worker

PER DIEM SCHEDULE

Fire Lieutenant/EMT

Call Firefighter/EMT

Call Firefighter

Special Police Officer

Dispatcher

INTERMITTENT SCHEDULE

Cemetery Superintendent

Cemetery Laborer

Registrar Chairperson

Clerk of Elections

Election Worker

Registrar Member

Veterans' Agent

Call Fire Chief

Deputy Fire Chief

Fire Captain

Fire Lieutenant

Call Firefighter/EMT

Fire Department Chaplain

Call Building Inspector

Special Police Officer

Lock-up Attendant

Dispatcher

REGULAR PART-TIME SCHEDULE

Secretary-I
~~Secretary-II~~ Department Assistant
Children's Librarian
Technical Services Librarian
Sr. Library Assistant
Library Assistant
Transfer Station Operator I
Conservation Agent
Outreach Worker
Van Dispatcher

Seasonal Maintenance Worker
Snow Plower
Seasonal Conservation Worker
Assistant Building Inspector
Wiring Inspector
Plumbing and Gas Inspector
Dog Officer
Assistant Dog Officer
Animal Control Officer
Animal Inspector
Fence Viewer
Field Driver
Director of Summer Playground
Director of Gymnastics
Director of Winter Programs
Lead Counselor

Counselor
Counselor-in-Training
Intern (Town Hall)
Library Page

*The following information is not part of Schedule A and is placed here for informational purposes only.
These positions are elected, or pay is set by bargaining unit or personal contract.*

DEPARTMENT HEADS

DPW Director
Fire Chief
Library Director
Police Chief
Town Administrator

UNION EMPLOYEES

Police Sergeant
Police Officer (Step A1/A1)
Firefighter/EMT
Dispatch Supervisor
Dispatcher

ELECTED POSITIONS

Selectman
Board of Health Member
Planning Board Member
Library Trustee
Moderator
Constable
Tax Collector
Town Clerk

And to amend Schedule B as follows, or take any other action relative thereto.

Schedule B – Compensation of Positions

| Position Title | Step A | Step B | Step C | Step D | Step E | Step F | Step G |
|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| <u>Salaried (Exempt) Employees</u> | | | | | | | |
| Grade 60 | 51,926.00 | 53,743.00 | 55,624.00 | 57,571.00 | 59,586.00 | 61,671.00 | 63,830.00 |
| Inspector of Buildings/Code Enf. | | | | | | | |
| Town Accountant | | | | | | | |
| Town Assessor | | | | | | | |
| Town Planner | | | | | | | |
| Town Treasurer | | | | | | | |
| Grade 50 | 45,153.00 | 46,734.00 | 48,369.00 | 50,062.00 | 51,815.00 | 53,628.00 | 55,505.00 |
| Grade 40 | 40,313.00 | 41,724.00 | 43,184.00 | 44,696.00 | 46,260.00 | 47,879.00 | 49,555.00 |
| Grade 30 | 35,997.00 | 37,257.00 | 38,561.00 | 39,911.00 | 41,308.00 | 42,754.00 | 44,250.00 |
| Grade 20 | 32,137.00 | 33,262.00 | 34,426.00 | 35,631.00 | 36,878.00 | 38,169.00 | 39,505.00 |
| Grade 10 | 29,221.00 | 30,244.00 | 31,302.00 | 32,398.00 | 33,532.00 | 34,705.00 | 35,920.00 |
| <u>Hourly (Non-Exempt) Employees</u> | | | | | | | |
| Grade 60 | 24.96 | 25.84 | 26.74 | 27.68 | 28.65 | 29.65 | 30.69 |
| Grade 50 | 21.71 | 22.47 | 23.25 | 24.07 | 24.91 | 25.78 | 26.69 |
| Council on Aging Coordinator | | | | | | | |
| DPW Foreman | | | | | | | |
| Grade 40 | 19.38 | 20.06 | 20.76 | 21.49 | 22.24 | 23.02 | 23.82 |
| Children's Librarian | | | | | | | |
| Conservation Agent | | | | | | | |
| Grade 30 | 17.31 | 17.91 | 18.54 | 19.19 | 19.86 | 20.55 | 21.27 |
| COA Outreach Worker | | | | | | | |
| DPW Worker | | | | | | | |
| Department Assistant | | | | | | | |
| Technical Services Librarian | | | | | | | |
| Grade 20 | 15.45 | 15.99 | 16.55 | 17.13 | 17.73 | 18.35 | 18.99 |
| Bldg. & Grounds Maint. Worker | | | | | | | |
| DPW Semi-Skilled Worker | | | | | | | |
| Senior Library Assistant | | | | | | | |
| Grade 10 | 14.05 | 14.54 | 15.05 | 15.58 | 16.12 | 16.69 | 17.27 |
| Library Assistant | | | | | | | |
| Secretary | | | | | | | |
| Van Dispatcher | | | | | | | |
| <u>Per Diem Schedule (No Steps)</u> | | | | | | | |
| Fire Lieutenant/EMT | 16.59 | | | | | | |
| Call Fighter/EMT | 15.06 | | | | | | |
| Call Firefighter | 15.06 | | | | | | |
| Special Police Officer | 15.06 | | | | | | |
| Dispatcher | 15.06 | | | | | | |
| <u>Intermittent Schedule (No Steps)</u> | | | | | | | |
| Cemetery Laborer | 9.92 | | | | | | |
| Registrar Chairperson | 848.66 | annually | | | | | |
| Clerk of Elections | 10.78 | | | | | | |
| Election Worker | 9.59 | | | | | | |
| Registrar Member | 254.62 | annually | | | | | |
| Veterans' Agent | 14.00 | | | | | | |
| Call Fire Chief | 38.86 | | | | | | |
| Deputy Fire Chief | 18.22 | | | | | | |
| Fire Captain | 17.40 | | | | | | |

| | | |
|--|----------|--|
| Fire Lieutenant | 16.59 | |
| <u>Intermittent Schedule (No Steps) (continued)</u> | | |
| Call Firefighter/EMT | 15.06 | |
| Fire Department Chaplain | 15.06 | |
| Call Building Inspector | 38.86 | |
| Special Police Officer | 15.06 | |
| Lock-up Attendant | 13.49 | |
| Dispatcher | 15.06 | |
| Seasonal Maintenance Worker | 12.29 | |
| Snow Plower | 19.48 | |
| Seasonal Conservation Worker | 11.52 | |
| Assistant Building Inspector | 23.96 | |
| Wiring Inspector | fees | \$50,000 cap/yr Selectmen & FinCom may modify if required* |
| Plumbing and Gas Inspector | fees | \$15,000 cap/yr Selectmen & FinCom may modify if required* |
| Dog Officer | 9,970.58 | annually |
| Assistant Dog Officer | 9.77 | 4 hour call min |
| Animal Control Officer | 2,428.74 | annually |
| Animal Inspector | 894.79 | annually |
| Fence Viewer | 40.00 | annually |
| Field Driver | 45.00 | annually |
| Director of Summer Playground | 17.54 | |
| Director of Gymnastics | 16.89 | |
| Director of Winter Programs | 16.89 | |
| Lead Counselor | 12.78 | |
| Counselor | 9.59 | |
| Counselor-in-Training | 8.96 | |
| Intern (Town Hall) | 9.59 | |
| Library Page | 9.59 | |
| Junior Library Page | 8.63 | |
| Van Driver | 12.00 | |

NOTE

*Fee maximum is 1% of FY07 levy (or \$142,597)

The following information is not part of Schedule B and is placed here for informational purposes only. These positions are elected, or pay is set by bargaining unit or personal contract.

| <u>Department Heads</u> | | | | <i>FY 2007</i> | <i>FY 2008</i> | | |
|-----------------------------------|----------------------------------|-------------|-------|-----------------------|-----------------------|-------|-------|
| DPW Director | Contract expires 12/31/08 | | | 82,100.00 | 85,384.00 | | |
| Fire Chief | Contract expires 12/31/08 | | | 80,000.00 | 83,200.00 | | |
| Library Director | Contract expires 12/31/07 | | | 58,760.00 | 64,166.00 | | |
| Police Chief | Contract expires 12/31/08 (base) | | | 84,000.00 | 88,200.00 | | |
| | with Quinn Bill | | | 100,800.00 | 105,840.00 | | |
| Town Administrator | Contract expires 12/31/08 | | | 82,000.00 | 85,280.00 | | |
| <u>Union Employees</u> | | | | | | | |
| Police Sergeant (Steps 1 – 3) | 26.57 | 27.05 | 27.53 | | | | |
| Police Officer (Steps A1/A2 – F) | 19.48 | 20.16 | 20.86 | 21.59 | 22.35 | 23.13 | 23.94 |
| Firefighter/EMT (Steps A – F) | 19.09 | 19.76 | 20.45 | 21.16 | 21.90 | 22.67 | N/A |
| Dispatch Supervisor (Steps A – F) | 17.57 | 18.18 | 18.82 | 19.48 | 20.16 | 20.87 | N/A |
| Dispatcher (Steps A – F) | 15.88 | 16.44 | 17.01 | 17.61 | 18.22 | 18.86 | N/A |
| <u>Elected Positions</u> | | | | | | | |
| Selectman | 400.00 | annually | | 400.00 | annually | | |
| Board of Health Member | 166.67 | annually | | 166.67 | annually | | |
| Planning Board Member | 109.00 | annually | | 109.00 | annually | | |
| Library Trustee | 0.00 | annually | | 0.00 | annually | | |
| Moderator | 0.00 | per meeting | | 0.00 | annually | | |

| | | |
|---------------------------------|------------------------|--------------------------------------|
| <i>Constable</i> | <i>3.00 /warrant</i> | <i>3.00 /warrant posted/location</i> |
| | <i>posted/location</i> | |
| <i>Tax Collector (Grade 50)</i> | <i>52,117.60</i> | <i>55,505.00</i> |
| <i>Town Clerk (Grade 50)</i> | <i>33,945.04</i> | <i>36,199.00</i> |

The Board of Selectmen recommends unanimously (4 – 0).

Schedule A reflects the decision by the Board of Selectmen to eliminate the Assistant Town Administrator position and a request by the Council on Aging for a Van Dispatcher and an Outreach Worker.

Schedule B has been amended to reflect the recommendations of Stone Consulting, with whom the Selectmen contracted, after receiving support at last year's Town Meeting to conduct a town-wide classification and compensation study. Earlier this year, the Consultant presented the findings of the study to the Board of Selectmen and Personnel Board. The boards unanimously voted to implement the recommendations pending Town Meeting authorization. In addition to salary adjustments, the study recommended the use of a grade system for the regular full-time and part-time employees. The grading of positions allows for simpler salary administration and the ability to more easily monitor and ensure that positions of similar responsibility, effort, and skill are comparably paid.

The Personnel Board recommends.

The Town of Boxborough retained the services of Stone Consulting, Inc. to conduct a classification and compensation study. The executive summary is available on-line or from the Town Administrator's office.

The objectives of the study were to:

- Develop a job evaluation/classification system that ensures positions are paid equitably and fairly in relationship to one another
- Conduct a market survey of comparable communities to determine the competitiveness of pay
- Review/update and/or design a salary and wage structure for covered positions
- Develop and recommend an approach to implementing the study's results.
- Review and update job descriptions in compliance with the Americans with Disabilities Act and other state and federal statutes.

Staff participation was an integral part of the process.

The findings of the study were reviewed by the Personnel Board and Board of Selectmen who voted to implement subject to Town Meeting approval.

The Personnel Board is proposing the following modifications to Schedule A - Classification of Positions:

- "Secretary II" has been changed to "Department Assistant" and "Secretary I" has been re-titled "Secretary." The Consultant recommended the change in titles to more accurately describe the positions' responsibilities.
- Two new positions have been added - Van Dispatcher and Council on Aging Outreach Worker.
- Two positions have been eliminated – Assistant Town Administrator and Custodian.

The Personnel Board is recommending a revised format to Schedule B – Compensation of Positions to reflect the Consultant's recommended grade levels for full and part-time regular employees. Employees completed job description questionnaires, which were reviewed by Department Heads, the Town Administrator and the Consultant. Based upon this input, the Consultant recommended new grade levels

that reflect a number of criteria including education, experience, judgment, supervision required, occupational risks.

The Consultant recommended target maximum salaries that were in line with the average level of the twenty-one communities surveyed. The proposed new salary structure includes a 1.5% increase to cover the additional health care cost now being borne by the employee as the town's share decreases from 85% to 80%, and a COLA adjustment of 2.1% resulting in a 3.6% increase and a possible step.

The Personnel Board voted to approve the proposed changes to Schedules A & B prior to the public hearing, which was opened on March 19, 2007. The Board of Selectmen voted to support the proposed changes after the public hearing was concluded on March 26.

The Finance Committee recommends unanimously.

ACTION ON ARTICLE 4, May 14, 2007: Jeanne Kangas questioned the 3.5% steps on Schedule B. She felt that was a large increase. Mr. Golden responded that the steps were set up 20 years ago. Ms. Kangas was not satisfied with this answer. Ms. Neville responded that the steps were commensurate with comparable towns based on the recently completed personnel compensation study by an outside consultant. Ms. Kangas felt that we should stop comparing ourselves with comparable towns and start looking at private businesses and how private employees are paid. Ms. Neville felt that it was unfair to compare private and municipal employee compensation. Ms. Kangas thanked the BoS for making tough decisions. Karim Raad felt that having automatic increases every year for town employees is ridiculous. He called into question the term "level funding" which translates to 3-7% increases every year. Mr. Golden pointed out that raises this year are mitigated somewhat by increases in employee contributions to health care.

On a motion by Mr. Golden, the Town voted in favor of Article 4, with the above described changes.

ARTICLE 5 TOWN OPERATING BUDGET

(Majority vote required)

Mr. Srivastava moved that the Town appropriate the sum of **\$18,710,769** for the operations and expenses of the Town during the fiscal year beginning July 1, 2007, the purposes for which funding are set forth in the Department Account Numbers 114 through 945, and any subheadings included under said account numbers, as printed in Article 5 of the warrant, under the heading FY2008 Budget and to meet this appropriation that **\$102,248** be transferred from overlay surplus, that an amount of **\$418,292** be transferred from Free Cash and that the balance be raised by taxation. Ms. Neville seconded the motion.

The Finance Committee recommends unanimously.

The operating budget categories and sums presented here represent the funds necessary for the Town to execute governmental, financial, public safety, education and maintenance functions provided to all Boxborough citizens.

The total Town operating budget proposed for FY '08 is \$18,710,769. Adjustments due to the use of State Aid revenues and local receipts, as well as the costs associated with warrant articles and maintaining the Overlay Reserve, lead to an amount \$18,935,769 more or less, to be raised by taxation and the use of

free cash. The estimated tax rate associated with the proposed levy limit is \$14.28 per \$1,000 of valuation. This implies a tax bill of \$7,797 for the Department of Revenue estimated average single-family home FY '08 valuation of \$545,900. The estimated FY '08 tax bill for the "average" single family home represents an increase of 3% from the tax bill for FY '07. Voters should be aware that the FY '07 numbers are as voted at the May 9, 2006 ATM and as amended at the October 23, 2006 STM. More detail can be found in the Finance Committee report in your warrant.

The Board of Selectmen has expressed intentions to amend the Police, Fire, Dispatch, and DPW salaries on town meeting floor, funding from free cash.

The salaries and wages for both union and non-union employees (excluding all School employees) are commensurate with the amounts found in "Compensation of Positions FY2008 Schedule B" of the Personnel Administration Plan, as reproduced under Article 4 above. Further details of the tax rate and tax bill implications of Article 5 and other warrant articles may be found in the Finance Committee Report at the end of the warrant.

| <u>Account Name</u> | <u>FY2006</u> <u>ACTUAL</u> | <u>FY2007</u> <u>BUDGET</u> | <u>FY2008</u> <u>BUDGET</u> | <u>FY08 BUDGET</u> <u>VS FY07</u> | <u>% CHANGE</u> <u>FY08 VS FY07</u> | <u>% CHANGE</u> <u>FY08 VS FY06</u> | <u>BOS</u> <u>RECOMMENDED</u> <u>BUDGET</u> |
|--|--------------------------------|--------------------------------|--------------------------------|--------------------------------------|--|--|---|
| 114 Total Salaries - Moderator | \$ - | \$ - | \$ - | \$ - | 0.00% | 0.00% | |
| 114 Total Other Expenses - Moderator | \$ 25 | \$ 75 | \$ 75 | \$ - | 0.00% | 200.00% | |
| 114 Total Moderator Expenses | \$ 25 | \$ 75 | \$ 75 | \$ - | 0.00% | 200.00% | |
| 119 Total Salaries - Town Constable | \$ - | \$ - | \$ - | \$ - | 0.00% | 0.00% | |
| 119 Total Other Expenses - Town Constable | \$ 37 | \$ 100 | \$ 100 | \$ - | 0.00% | 167.81% | |
| 119 Total Constable Expenses | \$ 37 | \$ 100 | \$ 100 | \$ - | 0.00% | 167.81% | |
| 122 Total Salaries - Selectman | \$ 2,000 | \$ 2,000 | \$ 2,000 | \$ - | 0.00% | 0.00% | |
| 122 Total Other Expenses - Selectman | \$ 1,583 | \$ 1,810 | \$ 1,610 | \$ (200) | -11.05% | 1.68% | |
| 122 Total Selectman Expenses | \$ 3,583 | \$ 3,810 | \$ 3,610 | \$ (200) | -5.25% | 0.74% | |
| 123 Total Salaries - Town Administrator | \$ 139,757 | \$ 93,903 | \$ 85,280 | \$ (8,623) | -9.18% | -38.98% | |
| 123 Total Other Expenses- Town Administrator | \$ 5,628 | \$ 6,675 | \$ 2,425 | \$ (4,250) | -63.67% | -56.91% | |
| 123 Total Expenses - Town Administrator | \$ 145,384 | \$ 100,578 | \$ 87,705 | \$ (12,873) | -12.80% | -39.67% | |
| 131 Total Salaries - Finance Committee | \$ - | \$ - | \$ - | \$ - | 0.00% | 0.00% | |
| 131 Total Other Expenses- Finance Committee | \$ 305 | \$ 450 | \$ 450 | \$ - | 0.00% | 47.54% | |
| 131 Total Expenses - Finance Committee | \$ 305 | \$ 450 | \$ 450 | \$ - | 0.00% | 47.54% | |
| 135 Total Salaries - Accountant | \$ 51,198 | \$ 55,110 | \$ 57,571 | \$ 2,461 | 4.47% | 12.45% | |
| 135 Total Other Expenses- Accountant | \$ 22,164 | \$ 20,900 | \$ 20,710 | \$ (190) | -0.91% | -6.56% | |
| 135 Total Expenses - Accountant | \$ 73,362 | \$ 76,010 | \$ 78,281 | \$ 2,271 | 2.99% | 6.71% | |
| 141 Total Salaries - Assessor | \$ 57,893 | \$ 62,316 | \$ 53,454 | \$ (8,862) | -14.22% | -7.67% | |
| 141 Total Other Expenses-Assessor | \$ 12,158 | \$ 9,065 | \$ 11,015 | \$ 1,950 | 21.51% | -9.40% | |
| 141 Total Expenses - Assessor | \$ 70,051 | \$ 71,381 | \$ 64,469 | \$ (6,912) | -9.68% | -7.97% | |
| 145 Total Salaries - Treasurer | \$ 56,995 | \$ 61,274 | \$ 64,830 | \$ 3,556 | 5.80% | 13.75% | |
| 145 Total Other Expenses-Treasurer | \$ 11,983 | \$ 13,235 | \$ 12,155 | \$ (1,080) | -8.16% | 1.44% | |
| 145 Total Expenses - Treasurer | \$ 68,978 | \$ 74,509 | \$ 76,985 | \$ 2,476 | 3.32% | 11.61% | |
| 146 Total Salaries - Tax Collector | \$ 51,113 | \$ 53,118 | \$ 56,505 | \$ 3,387 | 6.38% | 10.55% | |
| 146 Total Other Expenses-Tax Collector | \$ 14,013 | \$ 16,525 | \$ 15,682 | \$ (843) | -5.10% | 11.91% | |
| 146 Total Expenses - Tax Collector | \$ 65,126 | \$ 69,643 | \$ 72,187 | \$ 2,544 | 3.65% | 10.84% | |

Selectman Expenses

Town Administrator Salaries

Assessor Salaries and Expenses

Removed appreciation event

Change in management design from TA and Asst TA to TA only; salary change was made at STM and reallocated in the FY07 budget

Change in personnel and training requirements for new assessor

| <u>Account Name</u> | <u>FY2006</u> <u>ACTUAL</u> | <u>FY2007</u> <u>BUDGET</u> | <u>FY2008</u> <u>BUDGET</u> | <u>FY08 BUDGET</u> <u>VS FY07</u> | <u>% CHANGE</u> <u>FY08 VS FY07</u> | <u>% CHANGE</u> <u>FY08 VS FY06</u> | <u>BOS</u> <u>RECOMMENDED</u> <u>BUDGET</u> |
|--|--------------------------------|--------------------------------|--------------------------------|--------------------------------------|--|--|---|
| 151 Total Salaries - Legal | \$ - | \$ - | \$ - | \$ - | 0.00% | 0.00% | |
| 151 Total Other Expenses-Legal | \$ 72,772 | \$ 64,000 | \$ 64,000 | \$ - | 0.00% | -12.05% | |
| 151 Total Expenses - Legal | \$ 72,772 | \$ 64,000 | \$ 64,000 | \$ - | 0.00% | -12.05% | |
| 152 Total Salaries - Personnel Board | \$ - | \$ - | \$ - | \$ - | 0.00% | 0.00% | |
| 152 Total Other Expenses-Personnel Board | \$ 120 | \$ 330 | \$ 330 | \$ - | 0.00% | 175.00% | |
| 152 Total Expenses - Personnel Board | \$ 120 | \$ 330 | \$ 330 | \$ - | 0.00% | 175.00% | |
| 161 Total Salaries - Town Clerk | \$ 33,567 | \$ 33,946 | \$ 36,449 | \$ 2,503 | 7.37% | 8.59% | |
| 161 Total Other Expenses-Town Clerk | \$ 1,453 | \$ 1,978 | \$ 2,946 | \$ 968 | 48.94% | 102.75% | |
| 161 Total Expenses - Town Clerk | \$ 35,020 | \$ 35,924 | \$ 39,395 | \$ 3,471 | 9.66% | 12.49% | |
| 162 Total Salaries - Elect & Regist | \$ 2,122 | \$ 4,874 | \$ 5,889 | \$ 1,015 | 20.82% | 177.54% | |
| 162 Total Other Elect & Regist | \$ 2,685 | \$ 5,814 | \$ 5,880 | \$ 66 | 1.14% | 118.98% | |
| 162 Total Expenses - Elect & Regist | \$ 4,807 | \$ 10,688 | \$ 11,769 | \$ 1,081 | 10.11% | 144.83% | |
| 171 Total Salaries - Conservation Comm | \$ 10,895 | \$ - | \$ - | \$ - | 0.00% | -100.00% | |
| 171 Total Other - Conservation Comm | \$ 1,650 | \$ 4,650 | \$ 2,150 | \$ (2,500) | -53.76% | 30.30% | |
| 171 Total Expenses - Conservation Comm | \$ 12,545 | \$ 4,650 | \$ 2,150 | \$ (2,500) | -53.76% | -82.86% | |
| 175 Total Salaries - Planning Board | \$ 57,218 | \$ 59,599 | \$ 62,216 | \$ 2,617 | 4.39% | 8.73% | |
| 175 Total Other - Planning Board | \$ 3,747 | \$ 3,759 | \$ 3,760 | \$ 1 | 0.03% | 0.35% | |
| 175 Total Expenses - Planning Board | \$ 60,965 | \$ 63,358 | \$ 65,976 | \$ 2,618 | 4.13% | 8.22% | |
| 176 Total Salaries - Zoning Board | \$ - | \$ - | \$ - | \$ - | 0.00% | 0.00% | |
| 176 Total Other - Zoning Board | \$ 128 | \$ 335 | \$ 335 | \$ - | 0.00% | 161.74% | |
| 176 Total Expenses - Zoning Board | \$ 128 | \$ 335 | \$ 335 | \$ - | 0.00% | 161.74% | |
| 177 Total Salaries - Housing Board | \$ - | \$ - | \$ - | \$ - | 0.00% | 0.00% | |
| 177 Total Other - Housing Board | \$ 135 | \$ 1,000 | \$ 1,000 | \$ - | 0.00% | 638.50% | |
| 177 Total Expenses - Housing Board | \$ 135 | \$ 1,000 | \$ 1,000 | \$ - | 0.00% | 638.50% | |
| 192 Total Salaries - Town Hall | \$ 156,906 | \$ 202,803 | \$ 183,990 | \$ (18,813) | -9.28% | 17.26% | |
| 192 Total Other - Town Hall | \$ 92,416 | \$ 88,857 | \$ 75,965 | \$ (12,892) | -14.51% | -17.80% | |
| 192 Total Expenses - Town Hall | \$ 249,323 | \$ 291,660 | \$ 259,955 | \$ (31,705) | -10.87% | 4.26% | |
| Total Town Government - Salaries | \$ 619,664 | \$ 628,943 | \$ 608,184 | \$ (20,759) | -3.30% | -1.85% | |
| Total Town Government - Other Expenses | \$ 243,003 | \$ 239,558 | \$ 220,588 | \$ (18,970) | -7.92% | -9.22% | |
| Total Town Government - Total Expenses | \$ 862,666 | \$ 868,501 | \$ 828,772 | \$ (39,729) | -4.57% | -3.93% | |

Town Clerk Salaries and Expenses
Elections and Registrations Salaries
Conservation Commission Expenses
Town Hall Salaries
Town Hall Expenses

Salary increase was based on the salary survey; expenses are for additional training and conferences
Additional election in FY08
Lack of spending
Shift in personnel and one time increase in FY07
Decrease in IT expenses; decrease in printing of warrant and town report

| <u>Account Name</u> | <u>FY2006</u> <u>ACTUAL</u> | <u>FY2007</u> <u>BUDGET</u> | <u>FY2008</u> <u>BUDGET</u> | <u>FY08 BUDGET</u> <u>VS FY07</u> | <u>% CHANGE</u> <u>FY08 VS FY07</u> | <u>% CHANGE</u> <u>FY08 VS FY06</u> | <u>BOS</u> <u>RECOMMENDED</u> <u>BUDGET</u> |
|------------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------------|--|--|---|
| 210 Total Salaries - Police | \$ 733,898 | \$ 846,575 | \$ 897,467 | \$ 50,892 | 6.01% | 22.29% | \$919,505 |
| 210 Total Other - Police | \$ 126,433 | \$ 126,576 | \$ 110,425 | \$ (16,151) | -12.76% | -12.66% | |
| 210 Total Expenses - Police | \$ 860,331 | \$ 973,151 | \$ 1,007,892 | \$ 34,741 | 3.57% | 17.15% | |
| 220 Total Salaries - Fire | \$ 557,157 | \$ 618,730 | \$ 636,184 | \$ 17,453 | 2.82% | 14.18% | \$659,627 |
| 220 Total Other - Fire | \$ 111,876 | \$ 79,119 | \$ 96,784 | \$ 17,665 | 22.33% | -13.49% | |
| 220 Total Expenses - Fire | \$ 669,033 | \$ 697,849 | \$ 732,968 | \$ 35,118 | 5.03% | 9.56% | |
| 221 Total Salaries - Dispatch | \$ 189,245 | \$ 199,992 | \$ 180,799 | \$ (19,193) | -9.60% | -4.46% | \$200,818 |
| 221 Total Other - Dispatch | \$ 21,357 | \$ 26,219 | \$ 25,219 | \$ (1,000) | -3.81% | 18.08% | |
| 221 Total Expenses - Dispatch | \$ 210,602 | \$ 226,211 | \$ 206,018 | \$ (20,193) | -8.93% | -2.18% | |
| 241 Total Salaries - Building Insp | \$ - | \$ - | \$ - | \$ - | 0.00% | 0.00% | |
| 241 Total Other - Building Insp | \$ 32,696 | \$ 40,236 | \$ 36,450 | \$ (3,786) | -9.41% | 11.48% | |
| 241 Total Expenses - Building Insp | \$ 32,696 | \$ 40,236 | \$ 36,450 | \$ (3,786) | -9.41% | 11.48% | |
| 291 Total Salaries -Emergency Mgt | \$ - | \$ - | \$ - | \$ - | 0.00% | 0.00% | |
| 291 Total Other - Emergency Mgt | \$ - | \$ 500 | \$ 100 | \$ (400) | -80.00% | 0.00% | |
| 291 Total Expenses - Emergency Mgt | \$ - | \$ 500 | \$ 100 | \$ (400) | -80.00% | 0.00% | |
| 292 Total Salaries - Dog Officer | \$ 9,254 | \$ 9,625 | \$ 9,971 | \$ 346 | 3.59% | 7.75% | |
| 292 Total Other - Dog Officer | \$ 1,253 | \$ 1,553 | \$ 1,625 | \$ 72 | 4.64% | 29.65% | |
| 292 Total Expenses - Dog Officer | \$ 10,507 | \$ 11,178 | \$ 11,596 | \$ 418 | 3.74% | 10.36% | |
| 299 Total Salaries - Field Driver | \$ 45 | \$ 45 | \$ 45 | \$ - | 0.00% | 0.00% | |
| 299 Total Other - Field Driver | \$ 5 | \$ 15 | \$ 15 | \$ - | 0.00% | 198.21% | |
| 299 Total Expenses - Field Driver | \$ 50 | \$ 60 | \$ 60 | \$ - | 0.00% | 19.93% | |
| 200 Total Salaries - Protection | \$ 1,489,598 | \$ 1,674,967 | \$ 1,724,466 | \$ 49,498 | 2.96% | 15.77% | \$1,789,966 |
| 200 Total Other - Protection | \$ 293,621 | \$ 274,218 | \$ 270,618 | \$ (3,600) | -1.31% | -7.83% | |
| 200 Total Expenses - Protection | \$ 1,783,219 | \$ 1,949,185 | \$ 1,995,084 | \$ 45,898 | 2.35% | 11.88% | |

Police Salaries

The BoS intends to amend salaries by adding up to an additional \$22,038, for a total of \$919,095, in order to adequately fund level services, maintaining the staffing of two police officers per shift.

Police Expenses

One time cruiser decrease for admin car; decreased maintenance

Fire Salaries

The BoS intends to amend salaries by adding up to an additional \$23,443, for a total of \$659,627, in order to continue to provide adequate staffing at the Fire Station.

Fire Expenses

Increased maintenance and equipment deferred from previous years

Dispatch Salaries

The BoS intends to amend by adding up to an additional \$20,019, for a total of \$200,818, in order to meet the requirements of adequately staffing the Dispatch Center.

Decreased overtime to match actual usage. Decreased training expenses.

| <u>Account Name</u> | <u>FY2006 ACTUAL</u> | <u>FY2007 BUDGET</u> | <u>FY2008 BUDGET</u> | <u>FY08 BUDGET VS FY07</u> | <u>% CHANGE FY08 VS FY07</u> | <u>% CHANGE FY08 VS FY06</u> | <u>BOS RECOMMENDED BUDGET</u> |
|--|--------------------------|--------------------------|--------------------------|--------------------------------|----------------------------------|----------------------------------|---------------------------------------|
| 300 Total Salaries - Blanchard School | \$ 3,487,186 | \$ 3,870,352 | \$ 4,056,639 | \$ 186,287 | 4.81% | 16.33% | |
| 300 Total Other - School-Blanchard School | \$ 1,677,888 | \$ 1,533,360 | \$ 1,366,762 | \$ (166,598) | -10.86% | -18.54% | |
| 300 Total Expenses - Blanchard School | \$ 5,165,074 | \$ 5,403,712 | \$ 5,423,401 | \$ 19,689 | 0.36% | 5.00% | |
| 310 Total Salaries - Minuteman Vocational HS | \$ - | \$ - | \$ - | \$ - | 0.00% | 0.00% | |
| 310 Total Other - Minuteman Vocational HS | \$ 233,461 | \$ 260,801 | \$ 286,070 | \$ 25,269 | 9.69% | 22.53% | |
| 310 Total Expenses - Minuteman Vocational HS | \$ 233,461 | \$ 260,801 | \$ 286,070 | \$ 25,269 | 9.69% | 22.53% | |
| 320 Total Salaries - A/B RHS Assessment | \$ - | \$ - | \$ - | \$ - | 0.00% | 0.00% | |
| 320 Total Other - A/B RHS Assessment | \$ 5,134,769 | \$ 5,473,056 | \$ 5,676,295 | \$ 203,239 | 3.71% | 10.55% | |
| 320 Total Expenses - A/B RHS Assessment | \$ 5,134,769 | \$ 5,473,056 | \$ 5,676,295 | \$ 203,239 | 3.71% | 10.55% | |
| Total Salaries - Education | \$ 3,487,186 | \$ 3,870,352 | \$ 4,056,639 | \$ 186,287 | 4.81% | 16.33% | |
| Total Other - Education | \$ 7,046,118 | \$ 7,267,217 | \$ 7,329,127 | \$ 61,910 | 0.85% | 4.02% | |
| Total Expenses - Education | \$ 10,533,304 | \$ 11,137,569 | \$ 11,385,766 | \$ 248,197 | 2.23% | 8.09% | |

Blanchard Expenses
Minutemen Vocational HS

SPED expenses were decreased based on expected service needs.
Assessment

| <u>Account Name</u> | <u>FY2006</u> <u>ACTUAL</u> | <u>FY2007</u> <u>BUDGET</u> | <u>FY2008</u> <u>BUDGET</u> | <u>FY08 BUDGET</u> <u>VS FY07</u> | <u>% CHANGE</u> <u>FY08 VS FY07</u> | <u>% CHANGE</u> <u>FY08 VS FY06</u> | <u>BOS</u> <u>RECOMMENDED</u> <u>BUDGET</u> |
|---|--------------------------------|--------------------------------|--------------------------------|--------------------------------------|--|--|---|
| 422 Total Salaries - Public Works | \$ 349,631 | \$ 420,588 | \$ 422,413 | \$ 1,825 | 0.43% | 20.82% | \$435,515 |
| 422 Total Other - Public Works | \$ 198,571 | \$ 217,771 | \$ 227,126 | \$ 9,355 | 4.30% | 14.38% | |
| 422 Total Expenses - Public Works | \$ 548,201 | \$ 638,359 | \$ 649,539 | \$ 11,180 | 1.75% | 18.49% | |
| 423 Total Salaries - Snow & Ice | \$ 31,707 | \$ 46,507 | \$ 46,507 | \$ - | 0.00% | 46.68% | |
| 423 Total Other - Snow & Ice | \$ 69,054 | \$ 43,582 | \$ 43,582 | \$ - | 0.00% | -36.89% | |
| 423 Total Expenses - Snow & Ice | \$ 100,761 | \$ 90,089 | \$ 90,089 | \$ - | 0.00% | -10.59% | |
| 424 Total Salaries - Street Lighting | \$ - | \$ - | \$ - | \$ - | 0.00% | 0.00% | |
| 424 Total Other - Street Lighting | \$ 2,790 | \$ 3,191 | \$ 3,191 | \$ - | 0.00% | 14.37% | |
| 424 Total Expenses - Street Lighting | \$ 2,790 | \$ 3,191 | \$ 3,191 | \$ - | 0.00% | 14.37% | |
| 429 Total Salaries - Fuel | \$ - | \$ - | \$ - | \$ - | 0.00% | 0.00% | |
| 429 Total Other - Fuel | \$ 56,357 | \$ 49,500 | \$ 49,200 | \$ (300) | -0.61% | -12.70% | |
| 429 Total Expenses - Fuel | \$ 56,357 | \$ 49,500 | \$ 49,200 | \$ (300) | -0.61% | -12.70% | |
| 431 Total Salaries - Hazardous Waste Coll | \$ - | \$ - | \$ - | \$ - | 0.00% | 0.00% | |
| 431 Total Other - Hazardous Waste Coll | \$ - | \$ 15,000 | \$ - | \$ (15,000) | -100.00% | 0.00% | |
| 431 Total Expenses - Hazardous Waste Coll | \$ - | \$ 15,000 | \$ - | \$ (15,000) | -100.00% | 0.00% | |
| 491 Total Salaries - Cemetery | \$ 7,747 | \$ 8,355 | \$ 8,580 | \$ 225 | 2.69% | 10.75% | |
| 491 Total Other - Cemetery | \$ 940 | \$ 1,458 | \$ 1,402 | \$ (56) | -3.84% | 49.16% | |
| 491 Total Expenses - Cemetery | \$ 8,687 | \$ 9,813 | \$ 9,982 | \$ 169 | 1.72% | 14.90% | |
| Total Salaries-Public Works & Facilities | \$ 389,085 | \$ 475,450 | \$ 477,500 | \$ 2,050 | 0.43% | 22.72% | \$490,602 |
| Total - Other Public Works & Facilities | \$ 327,712 | \$ 330,502 | \$ 324,501 | \$ (6,001) | -1.82% | -0.98% | |
| Total Expenses-Public Works - Facilities | \$ 716,797 | \$ 805,952 | \$ 802,001 | \$ (3,951) | -0.49% | 11.89% | |
| 510 Total Salaries - Landfill Monitoring | \$ - | \$ - | \$ - | \$ - | 0.00% | 0.00% | |
| 510 Total Other - Landfill Monitoring | \$ 3,956 | \$ 5,500 | \$ 5,000 | \$ (500) | -9.09% | 26.38% | |
| 510 Total Expenses - Landfill Monitoring | \$ 3,956 | \$ 5,500 | \$ 5,000 | \$ (500) | -9.09% | 26.38% | |
| 511 Total Salaries - Board of Health | \$ 500 | \$ 501 | \$ 501 | \$ - | 0.00% | 0.20% | |
| 511 Total Other - Board of Health | \$ 168 | \$ 1,765 | \$ 1,765 | \$ - | 0.00% | 953.23% | |
| 511 Total Expenses - Board of Health | \$ 668 | \$ 2,266 | \$ 2,266 | \$ - | 0.00% | 239.43% | |
| 519 Total Salaries - Environmental Services | \$ - | \$ - | \$ - | \$ - | 0.00% | 0.00% | |
| 519 Total Other - Environmental Services | \$ 9,073 | \$ 9,345 | \$ 9,345 | \$ - | 0.00% | 3.00% | |
| 519 Total Expenses - Environmental Services | \$ 9,073 | \$ 9,345 | \$ 9,345 | \$ - | 0.00% | 3.00% | |
| 521 Total Salaries - Family Services | \$ - | \$ - | \$ - | \$ - | 0.00% | 0.00% | |
| 521 Total Other - Family Services | \$ 6,000 | \$ 6,000 | \$ 6,000 | \$ - | 0.00% | 0.00% | |
| 521 Total Expenses - Family Services | \$ 6,000 | \$ 6,000 | \$ 6,000 | \$ - | 0.00% | 0.00% | |

Hazardous Waste Collections Expenses
Public Works Salaries

Hazardous waste day is removed for FY08, but planned for FY09
The BoS intends to amend by adding up to an additional \$13,102, for a total of \$435,515 in order to continue to provide level services to the Town.

| <u>Account Name</u> | <u>FY2006</u> <u>ACTUAL</u> | <u>FY2007</u> <u>BUDGET</u> | <u>FY2008</u> <u>BUDGET</u> | <u>FY08 BUDGET</u> <u>VS FY07</u> | <u>% CHANGE</u> <u>FY08 VS FY07</u> | <u>% CHANGE</u> <u>FY08 VS FY06</u> | <u>BOS</u> <u>RECOMMENDED</u> <u>BUDGET</u> |
|---|--------------------------------|--------------------------------|--------------------------------|--------------------------------------|--|--|---|
| 522 Total Salaries - Nursing Services | \$ - | \$ - | \$ - | \$ - | 0.00% | 0.00% | |
| 522 Total Other - Nursing Services | \$ 2,325 | \$ 2,395 | \$ 2,395 | \$ - | 0.00% | 3.01% | |
| 522 Total Expenses - Nursing Services | \$ 2,325 | \$ 2,395 | \$ 2,395 | \$ - | 0.00% | 3.01% | |
| 523 Total Salaries - Mental Health Svices | \$ - | \$ - | \$ - | \$ - | 0.00% | 0.00% | |
| 523 Total Other - Mental Health Services | \$ 7,000 | \$ 7,000 | \$ 7,000 | \$ - | 0.00% | 0.00% | |
| 523 Total Expenses - Mental Health Services | \$ 7,000 | \$ 7,000 | \$ 7,000 | \$ - | 0.00% | 0.00% | |
| 541 Total Salaries - Council on Aging | \$ 28,207 | \$ 34,929 | \$ 36,270 | \$ 1,341 | 3.84% | 28.59% | |
| 541 Total Other - Council on Aging | \$ 2,650 | \$ 2,730 | \$ 3,064 | \$ 334 | 12.23% | 15.61% | |
| 541 Total Expenses - Council on Aging | \$ 30,857 | \$ 37,659 | \$ 39,334 | \$ 1,675 | 4.45% | 27.47% | |
| 543 Total Salaries - Veterans | \$ 50 | \$ 50 | \$ 190 | \$ 140 | 280.00% | 280.00% | |
| 543 Total Other - Veterans | \$ 55 | \$ 250 | \$ 250 | \$ - | 0.00% | 354.55% | |
| 543 Total Expenses - Veterans | \$ 105 | \$ 300 | \$ 440 | \$ 140 | 46.67% | 319.05% | |
| 599 Total Salaries - Inspect of Animals | \$ 830 | \$ 864 | \$ 895 | \$ 31 | 3.59% | 7.77% | |
| 599 Total Other - Inspect of Animals | \$ - | \$ - | \$ - | \$ - | 0.00% | 0.00% | |
| 599 Total Expenses - Inspect of Animals | \$ 830 | \$ 864 | \$ 895 | \$ 31 | 3.59% | 7.77% | |
| 600 Total Salaries - Animal Control Officer | \$ 2,254 | \$ 2,345 | \$ 2,429 | \$ 84 | 3.58% | 7.76% | |
| 600 Total Other - Animal Control Officer | \$ 256 | \$ 330 | \$ 330 | \$ - | 0.00% | 28.93% | |
| 600 Total Expenses - Animal Control Officer | \$ 2,510 | \$ 2,675 | \$ 2,759 | \$ 84 | 3.14% | 9.91% | |
| Total Salaries-Health Services | \$ 31,842 | \$ 38,689 | \$ 40,285 | \$ 1,596 | 4.13% | 26.52% | |
| Total - Other - Health Services | \$ 31,483 | \$ 35,315 | \$ 35,149 | \$ (166) | -0.47% | 11.64% | |
| Total Expenses-Health Services | \$ 63,325 | \$ 74,004 | \$ 75,434 | \$ 1,430 | 1.93% | 19.12% | |

| <u>Account Name</u> | <u>FY2006</u> <u>ACTUAL</u> | <u>FY2007</u> <u>BUDGET</u> | <u>FY2008</u> <u>BUDGET</u> | <u>FY08 BUDGET</u> <u>VS FY07</u> | <u>% CHANGE</u> <u>FY08 VS FY07</u> | <u>% CHANGE</u> <u>FY08 VS FY06</u> | <u>BOS</u> <u>RECOMMENDED</u> <u>BUDGET</u> |
|--|--------------------------------|--------------------------------|--------------------------------|--------------------------------------|--|--|---|
| 610 Total Salaries - Library | \$ 119,047 | \$ 150,026 | \$ 164,033 | \$ 14,007 | 9.34% | 37.79% | |
| 610 Total Other - Library | \$ 82,914 | \$ 98,536 | \$ 105,756 | \$ 7,220 | 7.33% | 27.55% | |
| 610 Total Expenses - Library | \$ 201,961 | \$ 248,562 | \$ 269,789 | \$ 21,227 | 8.54% | 33.58% | |
| 630 Total Salaries - Recreation Comm. | \$ 18,506 | \$ 23,881 | \$ 24,740 | \$ 859 | 3.60% | 33.69% | |
| 630 Total Other - Recreation Comm | \$ 8,815 | \$ 10,880 | \$ 10,880 | \$ - | 0.00% | 23.43% | |
| 630 Total Expenses - Recreation Comm | \$ 27,320 | \$ 34,761 | \$ 35,620 | \$ 859 | 2.47% | 30.38% | |
| 691 Total Salaries - Historical Comm | \$ - | \$ - | \$ - | \$ - | 0.00% | 0.00% | |
| 691 Total Other - Historical Comm | \$ 3,123 | \$ 4,221 | \$ 3,061 | \$ (1,160) | -27.48% | -1.97% | |
| 691 Total Expenses - Historical Comm | \$ 3,123 | \$ 4,221 | \$ 3,061 | \$ (1,160) | -27.48% | -1.97% | |
| 692 Total Salaries - Public celebration | \$ - | \$ - | \$ - | \$ - | 0.00% | 0.00% | |
| 692 Total Other - Public Celebration | \$ 477 | \$ 665 | \$ 665 | \$ - | 0.00% | 39.42% | |
| 692 Total Expenses - Public Celebration | \$ 477 | \$ 665 | \$ 665 | \$ - | 0.00% | 39.42% | |
| 693 Total Salaries - Steele Farm | \$ - | \$ - | \$ - | \$ - | 0.00% | 0.00% | |
| 693 Total Other - Steele Farm | \$ 500 | \$ 500 | \$ 500 | \$ - | 0.00% | 0.00% | |
| 693 Total Expenses - Steele Farm | \$ 500 | \$ 500 | \$ 500 | \$ - | 0.00% | 0.00% | |
| 699 Total Salaries - A/B Cultural Council | \$ - | \$ - | \$ - | \$ - | 0.00% | 0.00% | |
| 699 Total Other - A/B Cultural Council | \$ 1,000 | \$ 1,500 | \$ 1,500 | \$ - | 0.00% | 50.00% | |
| 699 Total Expenses - A/B Cultural Council | \$ 1,000 | \$ 1,500 | \$ 1,500 | \$ - | 0.00% | 50.00% | |
| Total Salaries - Culture & Recreation | \$ 137,552 | \$ 173,907 | \$ 188,773 | \$ 14,866 | 8.55% | 37.24% | |
| Total Other- Culture & Recreation | \$ 96,828 | \$ 116,302 | \$ 122,362 | \$ 6,060 | 5.21% | 26.37% | |
| Total Expenses - Culture & Recreation | \$ 234,381 | \$ 290,209 | \$ 311,135 | \$ 20,926 | 7.21% | 32.75% | |
| 710 Total Salaries - Maturing Debt Principal | \$ - | \$ - | \$ - | \$ - | 0.00% | 0.00% | |
| 710 Total Other - Maturing Debt Principal | \$ 501,000 | \$ 678,000 | \$ 728,000 | \$ 50,000 | 7.37% | 45.31% | |
| 710 Total Expenses - Maturing Debt Principal | \$ 501,000 | \$ 678,000 | \$ 728,000 | \$ 50,000 | 7.37% | 45.31% | |
| 751 Total Salaries - Maturing Debt Interest | \$ - | \$ - | \$ - | \$ - | 0.00% | 0.00% | |
| 751 Total Other - Maturing Debt Interest | \$ 600,321 | \$ 694,142 | \$ 678,415 | \$ (15,727) | -2.27% | 13.01% | |
| 751 Total Expenses - Maturing Debt Interest | \$ 600,321 | \$ 694,142 | \$ 678,415 | \$ (15,727) | -2.27% | 13.01% | |
| Total Salaries - Debt Service | \$ - | \$ - | \$ - | \$ - | 0.00% | 0.00% | |
| Total Other - Debt Service | \$ 1,101,321 | \$ 1,372,142 | \$ 1,406,415 | \$ 34,273 | 2.50% | 27.70% | |
| Total Expenses - Debt Service | \$ 1,101,321 | \$ 1,372,142 | \$ 1,406,415 | \$ 34,273 | 2.50% | 27.70% | |

Library Salaries
Library Expenses

Library board of trustees increased salaries based on salary survey
State library rules for accreditation require a specific percent increase in books/peripherals
when budgets increase
Based on actual utility usage

Historical Commission Expenses

| <u>Account Name</u> | <u>FY2006</u> <u>ACTUAL</u> | <u>FY2007</u> <u>BUDGET</u> | <u>FY2008</u> <u>BUDGET</u> | <u>FY08 BUDGET</u> <u>VS FY07</u> | <u>% CHANGE</u> <u>FY08 VS FY07</u> | <u>% CHANGE</u> <u>FY08 VS FY07</u> |
|--|--------------------------------|--------------------------------|--------------------------------|--------------------------------------|--|--|
| 830 Total Salaries - County Ret. Assessment | \$ - | \$ - | \$ - | \$ - | 0.00% | 0.00% |
| 830 Total Other - County Ret Assessment | \$ 276,433 | \$ 317,905 | \$ 366,730 | \$ 48,825 | 15.36% | 32.67% |
| 830 Total Expenses - County Ret Assessment | \$ 276,433 | \$ 317,905 | \$ 366,730 | \$ 48,825 | 15.36% | 32.67% |
| 912 Total Salaries - Other Benefit Insurance | \$ - | \$ - | \$ - | \$ - | 0.00% | 0.00% |
| 912 Total Other - Other Benefit Insurance | \$ 51,957 | \$ 87,628 | \$ 67,932 | \$ (19,696) | -22.48% | 30.75% |
| 912 Total Expenses - Other Benefit Insurance | \$ 51,957 | \$ 87,628 | \$ 67,932 | \$ (19,696) | -22.48% | 30.75% |
| 913 Total Salaries - Deferred Compensation | \$ - | \$ - | \$ - | \$ - | 0.00% | 0.00% |
| 913 Total Other - Deferred Compensation | \$ 5,000 | \$ - | \$ - | \$ - | 0.00% | -100.00% |
| 913 Total Expenses - Deferred Compensation | \$ 5,000 | \$ - | \$ - | \$ - | 0.00% | -100.00% |
| 914 Total Salaries - FICA | \$ - | \$ - | \$ - | \$ - | 0.00% | 0.00% |
| 914 Total Other - FICA | \$ 11,987 | \$ 12,600 | \$ 13,000 | \$ 400 | 3.17% | 8.45% |
| 914 Total Expenses - FICA | \$ 11,987 | \$ 12,600 | \$ 13,000 | \$ 400 | 3.17% | 8.45% |
| 915 Total Salaries - Med,Life, LTD Insurance | \$ - | \$ - | \$ - | \$ - | 0.00% | 0.00% |
| 915 Total Other - Med,Life, LTD Insurance | \$ 988,045 | \$ 1,112,931 | \$ 1,173,500 | \$ 60,569 | 5.44% | 18.77% |
| 915 Total Expenses - Med,Life, LTD Insurance | \$ 988,045 | \$ 1,112,931 | \$ 1,173,500 | \$ 60,569 | 5.44% | 18.77% |
| 945 Total Salaries -Liability Insurance | \$ - | \$ - | \$ - | \$ - | 0.00% | 0.00% |
| 945 Total Other - Liability Insurance | \$ 87,702 | \$ 99,396 | \$ 100,000 | \$ 604 | 0.61% | 14.02% |
| 945 Total Expenses - Liability Insurance | \$ 87,702 | \$ 99,396 | \$ 100,000 | \$ 604 | 0.61% | 14.02% |
| Total Salaries - Employee Benefits | \$ - | \$ - | \$ - | \$ - | 0.00% | 0.00% |
| Total Other- Employee Benefits | \$ 1,421,125 | \$ 1,630,460 | \$ 1,721,162 | \$ 90,702 | 5.56% | 21.11% |
| Total Expenses- Employee Benefits | \$ 1,421,125 | \$ 1,630,460 | \$ 1,721,162 | \$ 90,702 | 5.56% | 21.11% |
| 131 Reserve Fund - Original Budget | \$ - | \$ 157,623 | \$ 185,000 | \$ 27,377 | 17.37% | 0.00% |
| 131 Reserve Fund - Transferred Out | \$ - | \$ - | \$ - | \$ - | 0.00% | 0.00% |
| 131 Reserve Fund - Net Balance | \$ - | \$ 157,623 | \$ 185,000 | \$ 27,377 | 17.37% | 0.00% |

County Retirement Assessment

Other Benefit insurance

Reserve Fund

Assessment

Reduction in the amount budgeted for unemp comp as the town decided to take more risk since there have been no cases in FY07 and none yet known for FY08.

Increased reserve fund to match Finance Committee recommended 1% of the budget

| <u>Account Name</u> | <u>FY2006</u> <u>ACTUAL</u> | <u>FY2007</u> <u>BUDGET</u> | <u>FY2008</u> <u>BUDGET</u> | <u>FY08 BUDGET</u> <u>VS FY07</u> | <u>% CHANGE</u> <u>FY08 VS FY07</u> | <u>% CHANGE</u> <u>FY08 VS FY06</u> | <u>BOS</u> <u>RECOMMENDED</u> <u>BUDGET</u> |
|--|--------------------------------|--------------------------------|--------------------------------|--------------------------------------|--|--|---|
| SALARIES | | | | | | | |
| Town Government | \$ 619,664 | \$ 628,943 | \$ 608,184 | \$ (20,759) | -3.30% | -1.85% | |
| Protection | \$ 1,489,598 | \$ 1,674,967 | \$ 1,724,466 | \$ 49,498 | 2.96% | 15.77% | \$1,789,966 |
| Public Works & Facilities | \$ 389,085 | \$ 475,450 | \$ 477,500 | \$ 2,050 | 0.43% | 22.72% | \$490,602 |
| Health Services | \$ 31,842 | \$ 38,689 | \$ 40,285 | \$ 1,596 | 4.13% | 26.52% | |
| Cultural & Recreation | \$ 137,552 | \$ 173,907 | \$ 188,773 | \$ 14,866 | 8.55% | 37.24% | |
| Total Salaries Reserved | \$ - | \$ - | \$ - | \$ - | 0.00% | 0.00% | |
| Total Town | \$ 2,667,741 | \$ 2,991,956 | \$ 3,039,208 | \$ 47,252 | 1.58% | 13.92% | \$ 3,117,810 |
| Education | \$ 3,487,186 | \$ 3,870,352 | \$ 4,056,639 | \$ 186,287 | 4.81% | 16.33% | |
| Employee Benefits | \$ - | \$ - | \$ - | \$ - | 0.00% | 0.00% | |
| Debt Service | \$ - | \$ - | \$ - | \$ - | 0.00% | 0.00% | |
| Reserve Fund | \$ - | \$ - | \$ - | \$ - | 0.00% | 0.00% | |
| Cherry Sheet Assessments | \$ - | \$ - | \$ - | \$ - | 0.00% | 0.00% | |
| TOTAL SALARIES | \$ 6,154,927 | \$ 6,862,308 | \$ 7,095,847 | \$ 233,539 | 3.40% | 15.29% | \$ 7,174,449 |
| OTHER EXPENSES | | | | | | | |
| Town Government | \$ 243,003 | \$ 239,558 | \$ 220,588 | \$ (18,970) | -7.92% | -9.22% | |
| Protection | \$ 293,621 | \$ 274,218 | \$ 270,618 | \$ (3,600) | -1.31% | -7.83% | |
| Public Works & Facilities | \$ 327,712 | \$ 330,502 | \$ 324,501 | \$ (6,001) | -1.82% | -0.98% | |
| Health Services | \$ 31,483 | \$ 35,315 | \$ 35,149 | \$ (166) | -0.47% | 11.64% | |
| Cultural & Recreation | \$ 96,828 | \$ 116,302 | \$ 122,362 | \$ 6,060 | 5.21% | 26.37% | |
| Total Town | \$ 992,647 | \$ 995,895 | \$ 973,218 | \$ (22,677) | -2.28% | | |
| Education | \$ 7,046,118 | \$ 7,267,217 | \$ 7,329,127 | \$ 61,910 | 0.85% | 4.02% | |
| Employee Benefits | \$ 1,421,125 | \$ 1,630,460 | \$ 1,721,162 | \$ 90,702 | 5.56% | 21.11% | |
| Debt Service | \$ 1,101,321 | \$ 1,372,142 | \$ 1,406,415 | \$ 34,273 | 2.50% | 27.70% | |
| Reserve Fund | \$ - | \$ 157,623 | \$ 185,000 | \$ 27,377 | 17.37% | 0.00% | |
| Cherry Sheet Assessments | \$ - | \$ - | \$ - | \$ - | 0.00% | 0.00% | |
| Reserve Fund | | | | | | | |
| TOTAL OTHER EXPENSES | \$ 10,561,210 | \$11,423,337 | \$ 11,614,922 | \$ 191,585 | 1.68% | 9.98% | |
| TOTAL EXPENSES | | | | | | | |
| Town Government | \$ 862,666 | \$ 868,501 | \$ 828,772 | \$ (39,729) | -4.57% | -3.93% | |
| Protection | \$ 1,783,219 | \$ 1,949,185 | \$ 1,995,084 | \$ 45,898 | 2.35% | 11.88% | \$ 2,060,584 |
| Public Works & Facilities | \$ 716,797 | \$ 805,952 | \$ 802,001 | \$ (3,951) | -0.49% | 11.89% | \$ 815,103 |
| Health Services | \$ 63,325 | \$ 74,004 | \$ 75,434 | \$ 1,430 | 1.93% | 19.12% | |
| Cultural & Recreation | \$ 234,381 | \$ 290,209 | \$ 311,135 | \$ 20,926 | 7.21% | 32.75% | |
| Total Salaries Reserved | \$ - | \$ - | \$ - | \$ - | | | |
| Total Town | \$ 3,660,388 | \$ 3,987,851 | \$ 4,012,426 | \$ 24,575 | 0.62% | 9.62% | \$ 4,091,028 |
| Education | \$ 10,533,304 | \$11,137,569 | \$ 11,385,766 | \$ 248,197 | 2.23% | 8.09% | |
| Employee Benefits | \$ 1,421,125 | \$ 1,630,460 | \$ 1,721,162 | \$ 90,702 | 5.56% | 21.11% | |
| Debt Service | \$ 1,101,321 | \$ 1,372,142 | \$ 1,406,415 | \$ 34,273 | 2.50% | 27.70% | |
| Cherry Sheet Assessments | \$ - | \$ - | \$ - | \$ - | 0.00% | 0.00% | |
| Reserve Fund | \$ - | \$ 157,623 | \$ 185,000 | \$ 27,377 | 17.37% | 0.00% | |
| TOTAL EXPENSES | \$ 16,716,137 | \$18,285,646 | \$ 18,710,769 | \$ 425,123 | 2.32% | 11.93% | \$ 18,789,371 |
| Budget Prior to Reserve Fund Calculation | \$ 16,716,137 | \$18,128,023 | \$ 18,525,769 | \$ 397,746 | 2.19% | 10.83% | \$ 18,604,371 |

Blanchard Memorial School
FY-08
Budgets
Accounts Summary

| ACCT. | CATEGORY | FY05 Actual | FY 06 Actual | FY07 Budget | FY08 Proposed | Increase/Decrease FY 07 - FY 08 | |
|-------|----------------------|----------------|-----------------|----------------|------------------|------------------------------------|---------|
| | | | | | | \$\$\$ | % |
| 1100 | School Comm. | \$26,310 | \$33,413 | \$16,554 | \$19,392 | \$2,838 | 17.14% |
| 1400 | Bus. Office | \$79,315 | \$95,028 | \$99,695 | \$105,482 | \$5,787 | 5.80% |
| 2100 | Special Ed Office | \$102,591 | \$110,218 | \$121,044 | \$122,062 | \$1,018 | 0.84% |
| 2200 | Supt/Prin Office | \$262,574 | \$292,931 | \$300,299 | \$317,944 | \$17,645 | 5.88% |
| 2250 | Tech Admin | \$114,122 | \$120,558 | \$129,393 | \$123,080 | (\$6,313) | -4.88% |
| 2300 | Teaching | \$2,624,457 | \$2,835,846 | \$3,033,273 | \$3,120,581 | \$87,308 | 2.88% |
| 2350 | Prof. Development | \$52,737 | \$59,377 | \$109,744 | \$109,802 | \$58 | 0.05% |
| 2400 | Textbooks | \$10,389 | \$32,992 | \$36,740 | \$37,850 | \$1,110 | 3.02% |
| 2500 | Media | \$58,611 | \$81,265 | \$72,566 | \$59,381 | (\$13,185) | -18.17% |
| 2700 | Guidance | \$30,536 | \$44,060 | \$48,014 | \$52,081 | \$4,067 | 8.47% |
| 2800 | Psychological | \$30,087 | \$32,256 | \$34,527 | \$36,849 | \$2,322 | 6.72% |
| 3200 | Health Services | \$44,105 | \$46,236 | \$54,706 | \$53,489 | (\$1,217) | -2.22% |
| 3300 | Transportation | \$363,943 | \$370,532 | \$374,731 | \$379,566 | \$4,835 | 1.29% |
| 3400 | Food Services | \$5,346 | \$25,416 | \$27,382 | \$33,478 | \$6,096 | 22.26% |
| 4130 | Utilities | \$110,245 | \$143,293 | \$163,440 | \$163,440 | \$0 | 0.00% |
| 4220 | Maintenance | \$203,498 | \$210,462 | \$213,559 | \$218,912 | \$5,353 | 2.51% |
| 4400 | Technology | \$49,391 | \$70,573 | \$93,858 | \$93,858 | (\$0) | 0.00% |
| 5100 | Retirement | \$6,150 | \$0 | \$42,563 | \$88,344 | \$45,781 | 107.56% |
| 6300 | Civic Activities | \$5,188 | \$4,474 | \$4,774 | \$5,130 | \$356 | 7.46% |
| 7000 | Capital Exp. | \$34,603 | \$27,904 | \$40,541 | \$42,379 | \$1,838 | 4.53% |
| 9100 | SPED Tuition | \$325,285 | \$239,453 | \$216,959 | \$45,499 | (\$171,460) | -79.03% |
| 9400 | Collaborative | \$214,915 | \$288,786 | \$169,349 | \$194,803 | \$25,454 | 15.03% |
| | | | | | | | |
| | TOTALS | \$4,754,398 | \$5,165,074 | \$5,403,711 | \$5,423,401 | \$19,690 | 0.36% |

ACTION ON ARTICLE 5, May 14, 2007: The Moderator went through the budget one page at a time. Ms. Hilberg moved that the Town increase Department 210, Total Salaries Police to **\$919,505**, and to meet this appropriation that an additional amount of **\$22,038** be transferred from Free Cash. The motion was seconded by Mr. Fox. Ms. Hilberg provided background on why the BoS was recommending an increase in this line item. The BoS wants to maintain 2 officers per shift and feels their higher number is a more realistic reflection of the actual cost of the ninth officer needed to ensure that. Ms. Kangas said that she appreciated the FinCom report and questions why so much money is spent on overtime for police. She recommends against the motion, in favor of the FinCom recommendation. Lorraine Carvalho wanted to know if we really needed an extra officer. She wondered if special officers could cover. Ms Hilberg said the BoS felt that the Town was better served with full-time officers. David Follett pointed out that the debate is whether the BoS or the FinCom are correct in estimating the actual cost for next year

of Police salaries and which pool of money the difference will come out of. Mr. Follett was inclined to go with the BoS recommendation. Mr. Raad pointed out that the discussion should be about the 22% increase over 2 years and the 6% increase for next year, not the \$22,038 difference between FinCom and BoS budget proposal. The Moderator asked for a show of hands in favor of the motion and for a show of hands against the motion.

The Moderator declared that the motion to increase Department 210, Total Salaries Police to \$919,505, and that an additional amount of \$22,038 be transferred from Free Cash passed.

Mr. Gorman moved that the Town increase Department 220, Total Salaries Fire to **\$659,627**, and to meet this appropriation that an additional amount of **\$23,443** be transferred from Free Cash. Mr. Fox seconded. Mr. Gorman provided some rationale for the recommendation. The true cost of the fourth fire fighter was not reflected in last year's budget because that model was not fully implemented for the whole year. The BoS backs the model developed by the Fire Chief. Ms. Kangas objected again to increasing the line item further. She called on taxpayers to think ahead to future years and to keep in mind the least able to pay among the townspeople such as young families and the elderly on fixed incomes. Ken Carroll, fire fighter in Acton, felt that the amount of money was small and that fire fighters are not overpaid. Ms. Carvalho supports the FinCom recommendation. If more money is needed, then midway through the year the budget can be adjusted. Don't set the base higher for next year. Frank Powers spoke of the impact of budget increases on seniors, but felt that emergency service personnel was not where to cut. He was in favor of the amendment. Larry White reminded people that the small things like paying fire and police are what we should fund, rather than large expenses like a new library and a generator. Mr. Raad spoke in favor of the FinCom recommendation and against the amendment. He felt it was not a question of not supporting the services, it's a question of controlling the costs.

The Moderator called for a show of hands and declared that the motion to increase Department 220, Total Salaries Fire to \$659,627, and that an additional amount of \$23,443 be transferred from Free Cash passed.

Mr. Gorman moved that the Town increase Department 221, Total Salaries Dispatch to **\$200,818** and to meet this appropriation that an additional amount of **\$20,019** be transferred from Free Cash. The motion was seconded by Mr. Fox. Mr. Gorman said the rationale for this is similar to the previous two motions. Ms. Golden said that the FinCom cut the ConsCom budget but indicated that they could go for a reserve fund transfer if goes over budget. She expressed concern that many departments will go over budget. Ms. Carvalho felt that departments need to strive to meet the budget they were given. Mr. Gorman was concerned that reserve fund should not be a buffer for budget overruns, but felt it should continue to be used as an emergency source of funds for unforeseen expenses. Mr. Bunyard has a philosophical problem with the FinCom being able to increase a department's budget as it deems necessary. He called on town meeting to set the best budget possible

The Moderator called for a show of hands and declared the motion to increase Department 221, Total Salaries Dispatch to \$200,818, and that an additional amount of \$20,019 be transferred from Free Cash carried.

Karen Metheny questioned line item 241—is it full time or part time. Ms. Neville said it's part-time at 25 hours.

On section 300, the Blanchard School budget, Jeff Glidden questioned what the cost per pupil at Blanchard is. He felt it should be part of the school report every year. Mr. Sabot acknowledged that the state reimburses for Choice students at a lower rate than the actual cost to educate a Blanchard student,

but that there are no additional costs associated with adding students because we already are paying the teachers and already have the text books. Mr. Sabot had state numbers for 2005 for per pupil costs of \$9,692. Mr. Sabot acknowledged that we don't have state numbers for 2006, 2007 or 2008. Mr. Glidden wanted to know whether there was money in the school budget that would be better used in other departments like police and fire. Al Murphy wanted to know when Blanchard will start to cut teachers in recognition of the decline in enrollment. Mr. Sabot said they look into that every year. If a section can be cut without exceeding class size guidelines, it will be. Mr. Murphy would like to see a projection done over the next few years what to expect in terms of enrollment and staffing. Mary Brolin made the point that the figure of actual kindergarten enrollment is higher than the census number indicated in the FinCom presentation. Mike Gayowski questioned why we have a superintendent and a principal when it used to be a shared position. Felt that the salary increases were excessive. Peter Rodenko felt that with enrollment going down there should be opportunities to reduce the school budget. He felt that we should not have gone with School Choice as a way to maintain the current staffing, rather than cut positions. Mr. Sabot said that despite declining enrollment, eliminating sections was not possible because of class size guidelines. Choice was a way to help with the transition. School is concerned about the 40B developments that are going forward and the potential impact on enrollment. Mr. Rodenko still feels that the school is taking too much of the town budget. Mr. Suleiman described the research that went into the decision to move forward with choice. Based on 40B development activity, the SC felt that enrollment would start to increase again in the next few years. Choice was a way to creatively maintain the educational program intact in anticipation of an increase in enrollment in the future. Mr. Raad is not convinced that School Choice will ever be stopped and that the school budget will ever be reduced. Mr. Sabot stated that he was a taxpayer as well. He does not see School Choice simply to generate extra funds, but to offset teacher costs during a period of reduced enrollment. He stated that if we get to a point where we can cut a section without exceeding class size guidelines, the School Committee will do it. Becky Neville also spoke of Choice as a transition to help manage the reduction in enrollment, while maintaining flexibility in case of an influx of students. Zoe Germain of Swanson Rd spoke of School Choice and the impact on other towns. Sending towns experience a negative impact by losing revenue. Felt that if allowed Choice need to maintain the kids through graduation. Mr. Murphy has been to several meetings about the 40B developments and his estimates say that 20-30 students would be expected, not 100's. Cliff Stockley wanted to know what cuts were actually made since a big portion of the savings was from the SpEd budget reduction. He had a question about the class sizes. If we bring in Choice students how long are we committed to them? Mr. Sabot replied that once accepted, Choice students can stay until 6th grade graduation. Feels that a class could have been cut in 4th grade rather than taking Choice. Class size would have been 22 which would have been within the guidelines. Cynthia Pierce asked if the School looked at combination classes. Mr. Sabot said no. Mary Brolin said they couldn't cut 4th grade, because the following year when the 3rd graders moved up, a section would have to be added back. She also indicated that the budget cuts shown for Blanchard in the second round were over and above the savings from the SpEd budget. Ms. Neville urged that people come to School Committee meetings. Janet Glidden wants the SC to listen when people push back on the school budget in the face of declining enrollment. Class sizes of 17 look hard to justify. Ms. Hilberg--Point of order: is there a way to end discussion? The Moderator responded that he will decide when to cut off discussion. Mark White didn't realize that once you commit to a choice student, they stay until graduation. Given the possible influx of students from 40Bs, he feels it would have been safer to wait out the lower enrollment for a couple of years rather than accept Choice. He pointed out that SpEd savings can disappear with the addition of one child. Norm Hanover wants the School Committee line explained. Mr. Sabot said the line was for advertising for new teachers. Also retirement—2 teachers taking retirement in FY08. Chris (Sargent Rd) doesn't understand the Blanchard budget. He referred to page 25 of the warrant and the increase relative to 2 years ago. Is school choice income in the budget? Mr. Sabot said no. Mr. Raad expects that the SC will do the job the majority of the town wants done. Not everyone can come to all the meetings. Disappointed to learn that combining classes in multi-age to cut costs was not looked at. The Moderator cut debate and moved on to line item 310. There were no comments. Mr. Raad questioned

line 320 on the regional school budget. Ms Kangas pointed out that the per pupil cost of a student from Blanchard is over \$11,000, according to the Beacon. She asked what the per pupil costs were at the Region. Mr. Sabot reiterated that official numbers from the state are not available after 2005. Ms. Kangas stated that she felt the school should be able to calculate current per pupil costs at least to compare one year to another. Mr. Sabot said that the per pupil cost was usually used to compare across school systems.

Ms. Hilberg moved that the Town increase Department 422, Total Salaries Public Works to **\$435,515** and to meet this appropriation that an additional amount of **\$13,102** be transferred from Free Cash. Mr. Fox seconded. Ms. Hilberg provided rationale behind the BoS salary recommendation. The Moderator called for a show of hands in favor of the motion and opposed to the motion.

The Moderator declared that the motion to increase Department 422, Total Salaries Public Works to \$435,515 and that an additional amount of \$13,102 be transferred from Free Cash passed.

Mr. Hanover had a question on lines 710 and 751. He asked for the breakdown of what is included in each line. Ms. Hilberg listed sewage disposal facility, water/sewer, land acquisition (Howe/Panek), affordable housing, library, school refunding (refinancing school bonds) and additional school debt.

Karen Metheny wanted to point out on line 151 that shopping around for legal counsel might save money. Owen Neville felt that actual legal fees for '06 are higher than that budgeted for '07 and '08. He thought that the town should budget more realistically for legal expenses. Ms. Hilberg said BoS and FinCom felt comfortable taking a risk on this line item.

Mr. Srivastava moved that the Town appropriate \$18,789,371 for the operations and expenses of the Town during the fiscal year beginning July 1, 2007, the purposes for which funding are set forth in the Department Account Numbers 114 through 945, and any subheadings included under said account numbers, as printed in Article 5 of the warrant, under the heading FY2008 Budget, except for Department 210, Total Salaries Police, \$897,467 is increased to \$919,505
Department 220 Total Salaries Fire, \$636,184 is increased to \$659,627
Department 221, Total Salaries Dispatch, \$180,799 is increased to \$200,818
Department 422, Total Salaries Public Works, \$422,413 is increased to \$435,515
and to meet this appropriation that \$102,248 be transferred from overlay surplus, that an amount of \$496,894 be transferred from Free Cash and that the balance be raised by taxation.

**The Moderator called for a show of hands. The motion carried by a majority vote.
Annual Town Meeting was adjourned at 10:31pm until 7:00pm, May 15.**

ATM, MAY 15, 2007

The Moderator began the meeting at 7:15pm by reviewing the results of the previous town meeting. There were 113 registered voters in attendance.

Mr. Powers and Karen Smolin, members of the Council on Aging, presented the report of the Senior Center Task Force. Mr. Powers identified the driving force behind the investigation of the feasibility of a senior center for Boxborough as the projected rapid increase in the senior population over the next ten years. Survey results done in 2005 indicated a strong interest among seniors of such a facility, but there were concerns about the impact on property taxes. Ms. Smolin provided background on the activities of the Task Force since its formation in January 2007. The Task Force identified four areas of senior needs: Programs to enhance socialization, physical activities to promote wellness, nutritional offerings to promote wellness and storage space for medical equipment. Lack of a permanent space hampers the number of programs and activities that can be offered. She said that so far there was no consensus on the committee on whether to recommend a senior center.

Geoff Neagle, Boxborough Fire Chief, reported on the state of public safety and public service in town. Along with the DPW Director and the Police Chief, Chief Neagle has met to discuss town wide safety personnel needs and safety issues. Chief Neagle believes that fire personnel are stretched to the maximum. Police activity is up in many areas such as arrests, but down in other areas like bylaw infractions. DPW is also stretched. Personnel must plow and maintain more roads, mow more fields, etc. Chief Neagle plans to apply for a SAFER grant from the DHS to pay for additional personnel. The grant would pay 80% in year one, 60% year two, etc. The police and DPW are similarly in need, especially in light of the projected increase in population.

On a motion by Les Fox, the town voted unanimously to receive the reports.

ARTICLE 6 CAPITAL IMPROVEMENTS – BLANCHARD MEMORIAL SCHOOL SECURITY INFRASTRUCTURE

(Majority vote required)

Mr. Sabot moved to raise and appropriate the sum of Fifty Thousand Dollars (\$50,000) for the purpose of acquiring and installing a security infrastructure system for the Blanchard Memorial School, provided that no funds voted under this article shall be borrowed or expended unless the Town has first voted by ballot at a municipal election to assess an additional Fifty Thousand Dollars (\$50,000) in real estate and personal property taxes for said purpose for the fiscal year beginning July first two thousand and seven. Ms. Neville seconded.

The School Committee recommends unanimously (5 - 0).

Passage of Article 6 would enable the School Committee to purchase and install a security infrastructure system to help the Boxborough police and other law enforcement agencies (State Police, FBI, etc.) secure the school in the unlikely event that non-authorized personnel entered the school.

In today's environment, unexpected and unfortunate events are occurring that can put our children in harm's way. It is our responsibility as parents and citizens of Boxborough to insure that our children are safe while attending Blanchard. In the fall of 2006, the Boxborough Police Department surveyed the school's hallways, stairwells, and other spaces and subsequently reported that it was impossible to accurately determine the location of intruders in the event that intruders entered the building. The Security Infrastructure System will provide law enforcement agencies with the ability to see within the building in an emergency.

This article provides funding for:

- Front door video surveillance
- Front door security
- Cameras
- Surveillance control system
- Installation
- Training

The Finance Committee does not recommend (8 - 0).

This article is for a security system to be installed at Blanchard Memorial School. We believe that in comparison with other elementary schools in the area the current security system is adequate and a need for an upgrade has not been demonstrated at this time. The increase in taxation would be \$.048 per \$1000 valuation, or \$26.34 for the average single-family home of \$545,900 valuation.

ACTION ON ARTICLE 6, May 15, 2007: Mr. Sabot provided background on the need for a surveillance system at the school for safety reasons. School security is mandated by the state. Mr. Sabot indicated that Blanchard has already done a great deal to improve security. All exterior doors are locked except for the front door. All school personnel wear ID badges. Visitors must sign in and wear a visitor badge. Mr. Hanover thought controlling access to the school is a good idea. He asked for a cost break down of the system. Mr. Sabot provided an itemized costing of the system. Mr. Hanover didn't feel that having video in the school would increase security if an intruder did get in. Mr. Raad felt that the system was an over-reaction. Ms. Golden said that at the Acton-Boxborough high school where she works the security cameras are moveable to try to catch nuisance activities. The high school now requires staff to wear badges. She feels that if the high school doesn't feel the need for locked doors and security cameras, why should Blanchard. Dilip Subramanyam wanted to know what Lincoln-Sudbury was doing in the wake of the tragedy there. Mr. Sabot deferred to Dr. Bates who said that they are still reviewing the situation and their response. Mr. Subramanyam asked about town liability. Through the Moderator, Town Counsel affirmed that the town is liable for negligent activities of its employees. Mr. Subramanyam questioned what were reasonable precautions? Town Counsel, through the Moderator, said the standard depends on the population and the threat, that the limit for damages is \$100k per plaintiff and that the town carries insurance for such eventualities. Mark White said the system is an over-reaction and contributes to a climate of fear. Why not do the simplest and cheapest solution like locking the front door and having people buzzed in. Dana Perry pointed out that it seemed that most of the violence is perpetrated by students. Mr. Sabot brought up the incident in Amish country with a parent as the perpetrator. Mr. Perry would rather put \$50k toward education to prevent bullying and violence among students. Mr. Follett requested that it be taken off the table as currently proposed. He could support a reduced proposal. He asked for the Chief of Police opinion. Chief Vance felt he could not comment as he was not involved in any discussions about the article. Rita Grossman thanked the SC for starting to think about security issues, but couldn't support the article. She wanted to know what was being done state-wide among elementary schools. She felt that there were smaller scale things that could be done to improve security. Laraine King moved the question and it was seconded. The motion to vote now on Article 6 passed.

On a show of hands, the Moderator declared that Mr. Sabot's motion on Article 6 failed.

ARTICLE 7 CAPITAL IMPROVEMENTS – HAGER WELL HOUSE GENERATOR

(Two-thirds vote required)

Mr. Gorman moved that the sum of Sixty-Three Thousand Six Hundred Forty-Two Dollars (\$63,642) be and hereby is appropriated for the purpose of paying costs of acquiring and installing an emergency generator at the Hager Well House, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7(9) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore; provided however, that no funds shall be borrowed or expended hereunder unless and until the Town shall have voted by ballot at a municipal election to exempt from the provisions of proposition two and one-half, so-called, in accordance with Chapter 59, Section 21C(k) of the General Laws, the amounts required to pay for the bonds authorized by this vote.

The Board of Selectmen recommends unanimously (4 – 0).

The Hager well supplies water to the Blanchard School, Library, Police Station and Fire Station for drinking (subject to near term remediation), sanitary, and (in the case of the Library) fire suppression purposes. At present the well has no backup system to provide water in the event of a power failure, except for the gravity feed from the standpipe. This current “backup” would only last until the water in the standpipe were expended, and would in any event leave the Library without fire suppression due to insufficient pressure. The proposed generator will automatically kick in to provide water supply in the event of a power failure, using a diesel-powered source. The proposed funding of \$63,642 includes the quoted price for the generator, electrical and mechanical installation costs, and the initial charge of diesel fuel. The BoS believes that this is a necessary investment to ensure continuity of essential water supply to these key town buildings.

The School Committee recommends unanimously (5-0).

In the event that there is a loss of power in the pump house, there will be a limited supply of water in the standpipe, and once that supply is exhausted, then there will be no water for Blanchard Memorial School, Sargent Library, the police and fire stations. With over 500 people in the Blanchard School, the need to provide water is essential. In addition, since Blanchard Memorial is the evacuation point for the Town of Boxborough in case of emergency, the need to supply water during a prolonged loss of power is essential.

The Finance Committee does not recommend.

The Hager Pump house supplies water to the Fire Department, Police Department, Blanchard School and the Library. The existing 30,000 gallon cistern is designed to hold up to 2 days of water which is used for all non-drinking purposes including the protection of the Library. We believe the generator is insurance that is not necessary. This article would add \$.061 per \$1000 or \$33.52 for a median-priced house of \$545,900.

ACTION ON ARTICLE 7, May 15, 2007: Mr. Gorman provided additional rationale for the expenditure. Chief Neagle spoke in support of the article. The well pump is needed to keep the 30,000 gallon cistern filled. In the event of a prolonged loss of power, the cistern could serve as a source of water for the town and would enable the library, school, police and fire stations to stay in operation. Water would also be available for fire suppression. Mr. Hanover asked if the pump is needed to pump water to the school fire suppression. Chief Neagle said that fire suppression for the school is provided by the old well with its own pump. Mr. Hanover wondered how often the school has been without power for more than two days. Chief Neagle could only recall the Blizzard of '78. He also said that the past is not a predictor of the future in terms of power outages. Mr. Hanover wondered if insurance rates would go

down. Chief Neagle did not believe so. Mr. Van Roggen asked if there were generators for the fire and police. The Chief said there was and described the shared generator as beyond its useful life. If Article 8 passed, do we need Article 7. The Chief was not sure, but felt that wiring would be expensive. Ms. Glidden wanted to know what was left in the original water bill. Selina Shaw, Town Administrator, put the figure at \$50,000 which could be used. Ms. Glidden wanted to know if a pump at the Hager House would provide emergency fire suppression capability at the school. The Chief said no. Mr. Gorman pointed out that just because there was borrowing authority left in the old warrant article didn't mean there was money there. Ms. Cannon, Chair of the Board of Health, spoke in favor of the article and said that the BOH has been urging the School Committee to purchase a generator for years. Loss of water situations have occurred and pose health risks even for a day. Ms. Grossman felt that having a back-up generator was prudent. Erik Molander asked the Chief for maintenance expenses on the generator. In addition to the costs of diesel fuel, the Chief estimates \$1,000 per year for a twice a year check-up. Mr. Molander asked how long the generator would last. The Chief responded that it was 20 years. Larry White spoke in favor and felt that the generator met a specific need at a reasonable price, but he would have liked to see the specifications. Frank Hubley felt the town would be ill advised to purchase diesel fuel generator because it's very polluting. LP gas is cleaner. The Chief pointed out that the water tank is self-contained and would not be vulnerable to contamination from a spill. Keshava Srivastava speaking as a voter said that his understanding was that the cistern had enough water for two days. He felt that was enough for most emergencies. Chris Delise asked if the power is out, can the school be occupied. The answer was no. Larry White said that generators can be portable and serve many functions. Anne Canfield asked about how this article hinges on article 8. The Chief said that even if Article 8 failed, passing article 7 would allow police and fire to open with their emergency power if they had water. Ms. Cannon pointed out that the school can lose and has lost water without losing power. Someone Mr. Klatt asked why not use a portable generator. The Chief said that voltages vary from building to building and hooking up to various voltages would be difficult and the wiring expensive. Ms. Hilberg felt that this generator would protect the investment the town has made in its public buildings. Ms. Reuther moved the question. That motion carried. Noting that the vote on the article was too close to call on a hand vote, the Moderator called for an actual count. Tellers were sworn in and the count taken.

Failing to achieve a two-thirds majority, the motion on Article 7 failed: Yes: 62 No: 36

Ms. Reuther moved to take article 12 out of order. Motion passed.

Mr. Gorman moved to extend discussion beyond 10:30pm. Motion failed.

ARTICLE 12 CAPITAL IMPROVEMENTS - ATHLETIC FIELD LIGHTING – ACTON-BOXBOROUGH REGIONAL SCHOOLS

(Majority vote required)

Todd Webber, Recreation Commission member, moved to raise and appropriate the sum of Eighteen Thousand Four Hundred Forty Dollars (\$18,440) for the purpose of paying the Town's proportional contribution for the Acton-Boxborough Regional School's Athletic Field Lighting Project, which includes adding athletic lighting to the varsity baseball field, practice soccer field, and five adjacent tennis courts; further that the Town shall vote pursuant to Chapter 40 Section 40A of the General Laws to authorize the Board of Selectmen to enter into an agreement with the Town of Acton and the Acton-Boxborough Regional School District for such purpose and provided that no funds voted under this article shall be expended unless the Town has first voted by ballot at a municipal election to assess an additional Twenty-Four Thousand Dollars (\$24,000) in real estate and personal property taxes for said purposes for the fiscal year beginning July first two thousand and seven.

The Board of Selectmen does not recommend (3 – 1).

Majority: While the Board of Selectmen can appreciate the need for lighting the tennis courts and contiguous fields located on the AB Regional High School campus, due to current economic circumstances we cannot in good faith expend the funds at this time.

Minority: The Town of Acton and the Acton-Boxborough Regional School System have committed to improving these facilities and Boxborough should be willing to contribute a fair share. Our residents, both young and old, make good use of the tennis courts and many children play youth sports on the contiguous fields. It makes both ethical and moral sense to contribute a portion of the funds to make these improvements. Although smaller in size than our Acton counterpart, Boxborough is still a half-partner in the Acton Boxborough Regional School System and with ownership comes responsibility.

The Recreation Commission recommends.

The Recreation Commission voted unanimously to support the efforts of ABYB and other supporting organizations for the lighting project. The proposed Boxborough contribution is reasonable, and represents a proportionate share for enhancements to a recreational asset used by both Acton and Boxborough communities.

The Finance Committee recommends (5 - 2).

The Finance Committee believes that the article supports a wide array of the residents of Boxborough, but the formula to calculate the dollar amount is incorrect. There are currently no lighted facilities in either town to support evening activities. Based on the regional agreement for construction costs, Boxborough pays 21.58% minus 5% or 16.58%. This equates to \$18,400. This article would add \$.0178 per \$1000 or \$9.69 for a median price house of \$545,900.

ACTION ON ARTICLE 12, May 15, 2007: Mr. Webber explained that the amount moved was lower than written in the warrant because the original estimate was based on the school operating budget Acton/Boxborough split, not the proportionate share based on the capital budget (21% vs. 16%). At the invitation of Mr. Webber, Mr. Michael Coppolino from ABYB made a presentation on the athletic field lighting proposal and highlighted all the groups that would benefit from adding lighting to the fields, in particular the tennis courts. He pointed out that the project would qualify for Community Preservation Act funding. He also reported on the significant amount of private fundraising that has been undertaken for the project. Ms. Grossman asked for the potential to light fields in Boxborough. Ms. Hilberg said there is a town bylaw that limits the amount of evening lighting. Ms. Grossman was in favor of the article. Mr. van Roggen asked where the \$18,000 came from. Mr. Gorman asked if the project was approved by AB School Committee. Yes. Mr. Gorman thinks it's a bad idea to ask Boxborough residents to pay for infrastructure in Acton except for regional agreement matter. Mr. Toups wanted to know the electric cost per year. \$5-\$8k very energy efficient to be paid by the regional high school. No maintenance costs for 25 years, except for bulb replacement. Pam Collins spoke as a former resident of Acton and agreed with Ms. Hilberg. Ms. Neville questioned Mike on when this presentation was made to the regional school committee. Mike said that it was more a general positive feeling from members. Francie Nolde asked how we will ensure energy efficiency. Mr. Coppolino said that the preferred vendor was a leader in developing energy efficient lighting systems. Ms. Nolde also asked how late-10pm or so. Ms. Reuther pointed out that regional school property was Boxborough property and that it was very appropriate for the town to make the donation for the lighting. Ron Vogel spoke in support of the article. He felt that it was a great investment and would mitigate the need for more baseball fields. Mr. Carroll spoke in favor of the motion. Dilip Subramanyam moved the question.

On Mr. Webber's motion, the Town voted in favor of Article 12.

Ms. Cannon requested to move article 13 out of order because there were representatives from Central Massachusetts Mosquito Control in attendance should there be any questions. The motion carried.

ARTICLE 13 AERIAL DROP OF MOSQUITO LARVACIDE (BTI)

(Majority vote required)

Marie Cannon moved to transfer from Free Cash the sum of Fifteen Thousand Dollars (\$15,000) for the purpose of contracting with Central Mosquito Control Program to provide up to two aerial drops of mosquito larvacide. Seconded by Owen Neville.

The Board of Health recommends unanimously (3 – 0).

With the increased occurrence of incidents, the BOH is interested in reducing the potential public exposure to EEE, West Nile Virus and other diseases transmitted through mosquitoes. In addition, the mosquitoes present a continuous nuisance factor throughout the warm weather months, which can cause secondary issues such as skin infections. Currently the Central Mass Mosquito Control Project (CMMCP) serves Boxborough, as well as 36 other towns in this effort by providing manual land applications of larvacide (Bti) to accessible wet areas and catch basins. In addition, some spraying is employed on a routine basis, which involve synthetic ‘adulticides’. The BOH wants to add an aerial element to this ‘mosquito battle’, which drops (via helicopter) the same Bti material in wet areas not as easily accessible to achieve a greater reduction in the mosquito population. This effort will further reduce direct disease exposure as well as secondary affects from the nuisance bites themselves. This will also reduce the reliance on the synthetic products to mitigate mosquitoes. A two-application approach will include a spring drop to address the tremendous population of the one-generation spring mosquitoes. The second application would follow a significant rain event later in the season to directly impact the later hatching disease transmitting type. The primary focus areas for these applications are the areas where the greatest population is involved in outside activities (school, recreation fields).

The Finance Committee recommends unanimously.

The Finance Committee supports this article to protect the population of Boxborough from mosquito-borne disease. This article would add \$.0145 per \$1000 or \$7.90 for a median price house of \$545,900.

ACTION ON ARTICLE 13, May 15, 2007: Ms. Cannon made a presentation on the aerial larvacide program. The Board of Health is concerned about the increase in mosquito-borne diseases and the potential threat they pose to Boxborough residents, particularly EEE and West Nile virus. Ms. Cannon indicated that the aerial larvacide program would significantly reduce this threat with no impact to the environment. Larry White spoke in favor of the motion. Ms. Grossman said that her research indicated Bti was found to be target-specific to mosquito larva, but also hits midge and other insect larvae. She pointed out that Concord does not do aerial larvae spraying and would only do so if monitoring found evidence of disease. She feels that monitoring would be a good idea for Boxborough. She questions whether we should allow spraying on the more remote wetland habitats in Boxborough. Ms. Cannon responded that Billerica and Chelmsford have been doing routine spraying for years. Walter Van Roggen wanted to know if there are adjacent towns doing aerial spraying. No. Mr. Hanover, Conservation Commission member, said that his research indicated that Bti has very little potential for negative impact. According to his research, there has been no recorded negative impact on vernal pools or other sensitive habitat. The Conservation Commission supports the aerial spraying. Mr. Neville applauds the BOH for being proactive.

On a motion by Ms. Cannon, the Town voted in favor of Article 13.

Motion to take Article 10 out of order. Seconded. Motion failed.

ARTICLE 8 CAPITAL IMPROVEMENTS – EMERGENCY GENERATOR TO BE LOCATED AT THE BLANCHARD MEMORIAL SCHOOL

(Two-thirds vote required)

Mr. Gorman moved that the sum of Two Hundred Fifty-Seven Thousand Eight Hundred Ninety-One Dollars (\$257,891) be and hereby is appropriated for the purpose of paying costs of acquiring and installing an emergency generator at the Blanchard Memorial School, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7(9) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore; provided however, that no funds shall be borrowed or expended hereunder unless and until the Town shall have voted by ballot at a municipal election to exempt from the provisions of proposition two and one-half, so-called, in accordance with Chapter 59, Section 21C(k) of the General Laws, the amounts required to pay for the bonds authorized by this vote.

The Board of Selectmen recommends unanimously (4 – 0).

There are three distinct but related purposes for installing a generator at Blanchard School capable of taking up the entire electrical supply should there be a failure of the local or global power grid. These include, in approximate order of importance: 1) providing fire suppression for the school, since the fire pump supplying the sprinklers is dependent upon the school electrical supply, and is not currently backed-up, 2) providing adequate lighting in the event of a power failure either during winter months or in a crowded evening event, and 3) providing the infrastructure to qualify the Blanchard School as an emergency shelter in the event of natural disaster or hostile actions that would require citizens to be displaced from their homes. It is unfortunate that the proposed emergency generator was not included in the Blanchard renovation due to fiscal constraints at the time, and the BoS believes that it is time to rectify that error. The proposed cost of \$257,891 includes the quoted price for the generator, electrical and mechanical installation costs, and the initial charge of diesel fuel.

The School Committee unanimously recommends (5-0).

In the event of a power outage at Blanchard Memorial, the generator will provide the school with the necessary electricity to provide lighting, operate the fire suppression system, and heat during winter months. This is especially important since Blanchard Memorial is the evacuation point for the Town of Boxborough if there is natural disaster or hostile activities against the citizens of Boxborough.

The Finance Committee does not recommend (5 - 1).

The generator assures fire protection at the school during power outages – currently a well fills two 10,000 gallon cisterns which supply the water for the sprinkler system. In case of an emergency this generator would permit this system to maintain the water flow to potentially minimize overall property damage. This system is inoperative without LELD power. If a power outage occurs during the winter months the generator would be used in order to prevent pipes from freezing. In addition, it will supply power when the building is occupied (code requires building evacuation or a fire watch when the fire protection system is disabled or inoperative). In case of a major disaster, this generator would give the Town the ability to use the School as an emergency shelter. The shelter with the generator would be compliant with FEMA, MEMA and the Red Cross. There is an additional operating cost that would be added to the yearly budget for maintenance and fuel.

We do question the required need of the generator based on the lack of historical events that have required the use of the generator of this size. We are not aware of state or federal grants that would subsidize this project.

The financial impact to the town would be \$.24 per \$1000 or \$135.88 for a median house price of \$545,900.

ACTION ON ARTICLE 8, May 15, 2007: Mr. Gorman provided rationale for the emergency generator. Chief Neagle spoke in favor of the article. He said that the generator would provide fire suppression capability in a timely fashion in case of power loss. It would also enable Blanchard School to be used as an emergency shelter. Insurance rates would likely go down because of the increased fire protection. Cliff Stockley wanted to know if there were grants available. Chief Neagle said there were grants for small generators but not a large one. Building 5 at Cisco has been looked at as a possible shelter but requires us to depend on a private company. Frank Powers said that FEMA/MEMA has a disaster mitigation program that seems to support this type of thing. Chief Neagle said they will support cots, blankets and many other items for an emergency shelter but not high capacity generators. Mr. Powers asked if the program specifically excluded large generators. The Chief could find no specific mention of generators, but said there is no category in the grant application that the generator fits in. Mr. Hanover thinks the plan is well-intentioned but flawed. He said that it would be pointless if the emergency shelter had power but little else. He asked if there is an overall plan that would include food, water, etc. Chief Neagle said that there was a plan and a team in charge of overseeing the plan for Boxborough that would cover supplies. The shelter could serve 1,000 people. Larry White spoke against the article. He wondered if such a high capacity, expensive generator was necessary. He also wondered why we wouldn't look into portable generators. KC Donovan agreed with Larry White. He felt the likelihood of large-scale disasters that would call for this size generator was remote. Dana Perry questioned what the impact of the purchase would be for the average homeowner. Mr. Gorman said the cost would be spread over 10 years and that the cost at peak would be \$38 for an average house. Ms. Cannon spoke in favor of the motion as a member of the BOH. She said that calculating the size of the generator was done the right way and that it was the right size to provide emergency power for Blanchard. Rich Klatt agreed with Larry White and asked if the junior high has a generator. The Chief was not aware of one but said the high school has one. Rich can't see the likelihood that Boxborough would need to have an emergency shelter. Paul Dingle felt there was the shelter issue and the fire suppression issue. Is there a way to separate the two? Chief Neagle said it has to be a certain size to run the fire pump and the cost wasn't much more for a generator that could do both. Mike Willis moved the question. The motion to vote now passed.

On Mr. Gorman's motion, the Town voted against Article 8.

Annual Town Meeting was adjourned at 10:45pm until Thursday, May 17, 2007, at 7:00pm.

ATM, MAY 17, 2007

The Moderator called the meeting to order at 7:05pm. There were 104 voters in attendance.

ARTICLE 9 CAPITAL IMPROVEMENTS - POLICE & FIRE STATIONS

(Majority vote required; third-thirds if from Stabilization Fund)

Ms. Hilberg made a motion to transfer from the Stabilization Fund the sum of Sixty-Three Thousand Six Hundred Forty-Five Dollars (\$63,645), for the purpose of repairing the existing Police and Fire Stations, as written in the Annual Town Meeting warrant under Article 9. Ms. Neville seconded.

| | | |
|----------------|--|-----------------|
| Police Station | Exterior lighting | \$5,000 |
| | Carpet replacement | \$5,000 |
| | Garage door replacement | \$4,000 |
| Fire Station | Improved insulation and heating equipment to improve energy efficiency in apparatus bays | \$49,645 |
| Total | | \$63,645 |

The Board of Selectmen recommends unanimously (4 – 0).

These capital improvements are deemed necessary at this time for several reasons. In the police station, approximately \$14,000 is allocated to replacing or repairing garage doors, exterior lighting, and interior carpets that were installed in the building when constructed, almost 20 years ago. The garage door replacement is necessary to provide basic functionality and a reasonable level of energy efficiency. The exterior lighting has to a large degree been rendered inactive by weather/corrosion damage to the poles and fixtures, and will be replaced by building-mounted units. The carpet is in several places torn and is generally soiled beyond cleaning redemption. In the firehouse, the principal use of the approximately \$49,000 is to insulate the roof of the equipment bays and replace a hanging gas-fired heater to provide a reasonable level of energy efficiency. A small fraction of the expenditure is aimed at finishing the erstwhile single-bay garage into useful interior space for the expanded shift coverage authorized by Town Meeting. The BoS believes that this is a necessary consequence to the Town Meeting mandate of 2004 to increase the number of firefighters and improve shift coverage.

The Finance Committee unanimously does not recommend.

We recognize the desirability to improve the energy efficiency in this building, but we do not feel the return on fire station improvements makes economic sense. The current budget for heating gas is approximately \$11,400 annually. We believe that the payback period is between 15 and 25 years. Due to limited funds in FY2008 we recommend that the Police Chief use existing FY2007 funds. This article would add \$.0614 per \$1000 or \$33.52 for a median price house of \$545,900.

ACTION ON ARTICLE 9, May 17, 2007: Chief Neagle provided more background on the need for the capital improvements. Mr. Carroll spoke in favor of the article and agreed with the Chief on the needs. Ms. Hilberg reiterated the support for the article to maintain and protect town assets. Said money would come out of the stabilization fund. Mr. Kushner said that the Finance Committee recommendation was based on the energy efficiency aspect. He spoke against using the stabilization fund for this type of expenditure. He supported the capital expenditures in the article. Mr. Bunyard felt that the town routinely neglects the maintenance of town facilities. He spoke in favor of the article but against using

the stabilization fund. Mr. Van Roggen said that upon hearing the Chief's presentation he had changed his mind in favor of the motion.

On Ms. Hilberg's motion, the Town voted in favor of Article 9 by a two-thirds majority as called by the Moderator.

ARTICLE 10 FIRE DEPARTMENT STAFFING - PROMOTION OF 2 FF/EMTS TO LIEUTENANTS

(Majority vote required)

Ms. Hilberg moved to raise and appropriate the sum of Eighteen Thousand Nine Hundred and Fifty-Two Dollars (\$18,952) for the purpose of funding the additional salary for the promotion of two current fulltime Firefighter/EMT's to the rank of Lieutenant; further that the sum of Eighteen Thousand Nine Hundred and Fifty Two Dollars (\$18,952) be transferred to FY 2008 Budget - Department 220, Total Salaries – Fire, and provided that no funds voted under this article shall be expended unless the Town has first voted by ballot at a municipal election to assess an additional Eighteen Thousand Nine Hundred and Fifty Two Dollars (\$18,952) in real estate and personal property taxes for said purpose for the fiscal year beginning July first, two thousand and seven. Mr. Fox seconded.

Two members of the Board of Selectmen recommend passage of this article.

The full-time fire service has functioned for many years without any command structure below the Chief. This situation has become increasingly problematic as the number of firefighters has increased, the complexity of situations encountered on fire calls has expanded, and the demands for documentation of chain of responsibility from the federal government have become more insistent. This proposal would ensure that there is a clear line of responsibility in the firehouse and at incidents, should the Chief be unavailable. A secondary benefit of the proposal is that it rewards in rank and pay those of our firefighters who have demonstrated superior skills and levels of responsibility, providing a differentiated career path. The BoS believes that it is time to adopt a rational command structure in the Fire Department by this action.

Two members of the Board of Selectmen recommend against passage of this article.

While we agree that there is merit to the staffing model as proposed by the Fire Chief, we do not believe it is fiscally prudent to expend the funds to initiate the change at this time.

The Finance Committee does not recommend (7 - 1).

We do not think these staffing changes make economic sense during a budget season in which we are trying to reduce the overall costs to the town. The current hierarchy in the department is based upon seniority and has apparently worked very well in the past. This article should be revisited if the department is considering an increase in full-time Firemen in the future. We do question if the requested sum includes sufficient amounts to cover overtime and benefits.

This article would add \$.0183 per \$1000 or \$9.93 for a median price house of \$545,900. This article would move the sum \$18,952 to the operating budget in the following years including the yearly percentage increases and would increase the costs for overtime and benefits.

ACTION ON ARTICLE 10, May 17, 2007: Chief Neagle provided additional background on the article. Mr. Carroll made a motion to amend Article 10 from hiring 2 lieutenants to only hiring 1 lieutenant and to fund this amendment for the sum of \$9,476. He felt that one would be sufficient given the number of full-time staff. Ms. Hilberg had a point of order—we're promoting not hiring. Seconded

by Mr. Raad. Mr. Powers wanted to hear the Chief's response to the amendment. The Chief stood behind his original request for two lieutenants. On Mr. Carroll's motion, the town voted against amending the original motion. Ms. Grossman spoke on behalf of the chain-of-command concept and in favor of the article. Mr. Srivastava fully supports what the Chief is trying to do but would postpone taking this action until next year. Mr. Sabot spoke in favor of the article because it provides a career path which helps with retaining employees. Lorraine King spoke in favor of the article. Larry White asked how much more a lieutenant would make. The Chief said 10% over a top-step fire fighter which was \$59,000. Lorraine King moved the question. Determining that the vote was too close to call, the Moderator called for an actual count. The tellers were recalled to conduct the count. **On Ms. Hilberg's motion, the Town voted in favor of Article 10: Yes: 50 No: 29**

ARTICLE 11 CAPITAL IMPROVEMENTS – REPLACE TWO DUMPSTERS

(Majority vote required)

Ms. Hilberg made a motion to raise and appropriate the sum of Nine Thousand Dollars (\$9,000) for the purpose of acquiring two 30-yard open top containers (for metal and bulk waste), provided that no funds voted under this article shall be expended unless the Town has first voted by ballot at a municipal election to assess an additional Nine Thousand Dollars (\$9,000) in real estate and personal property taxes for said purposes for the fiscal year beginning July first two thousand and seven.

The Board of Selectmen recommends unanimously (4 – 0).

These containers would replace the metal and bulk waste dumpsters at the Transfer Station. The current containers were purchased when the Transfer Station was originally built and are over 10 years old. The Highway Department has been repairing them as needed, and their condition continues to deteriorate. They can no longer be welded together to keep them intact and safe-for-transport.

The Finance Committee recommends unanimously.

These containers would replace two of the dumpsters at the Transfer Station used for metal and bulk waste. The existing containers are over ten years old and are falling apart; they can no longer be welded together to keep them intact. This article would add \$.0087 per \$1000 or \$4.74 for a median price house of \$545,900.

ACTION ON ARTICLE 11, May 17, 2007: On Ms. Hilberg's motion, the Town voted in favor of Article 11.

ARTICLE 12 CAPITAL IMPROVEMENTS - ATHLETIC FIELD LIGHTING – ACTON-BOXBOROUGH REGIONAL SCHOOLS

(Majority vote required)

Todd Webber, Recreation Commission member, moved to raise and appropriate the sum of Eighteen Thousand Four Hundred Forty Dollars (\$18,440) for the purpose of paying the Town's proportional contribution for the Acton-Boxborough Regional School's Athletic Field Lighting Project, which includes adding athletic lighting to the varsity baseball field, practice soccer field, and five adjacent tennis courts; further that the Town shall vote pursuant to Chapter 40 Section 40A of the General Laws to authorize the Board of Selectmen to enter into an agreement with the Town of Acton and the Acton-Boxborough

Regional School District for such purpose and provided that no funds voted under this article shall be expended unless the Town has first voted by ballot at a municipal election to assess an additional Twenty-Four Thousand Dollars (\$24,000) in real estate and personal property taxes for said purposes for the fiscal year beginning July first two thousand and seven.

This article was taken out of order, discussed and voted after Article 7 on May 15.

ARTICLE 13 AERIAL DROP OF MOSQUITO LARVACIDE (BTI)

(Majority vote required)

Marie Cannon moved to transfer from Free Cash the sum of Fifteen Thousand Dollars (\$15,000) for the purpose of contracting with Central Mosquito Control Program to provide up to two aerial drops of mosquito larvacide.

This article was taken out of order, discussed and voted after Article 12 on May 15.

ARTICLE 14 CAPITAL IMPROVEMENTS – GROUNDWATER SUPPLY TESTING

(Majority vote required; two-thirds, if from Stabilization Fund)

Mike Willis, chair of the Water Resources Committee, moved to transfer from the Stabilization Fund the sum of Eighteen Thousand Dollars (\$18,000) to supplement the funding voted under Article 17 of the May 9, 2005 Annual Town Meeting for the purposes of installing exploration wells and all associated costs.

The Board of Selectmen recommends unanimously (4 – 0).

This article will provide funding for well testing on a portion of Steele Farm/Picnic Trust close to Route 111. As the town continues to grow, we must consider our future water needs. The Selectmen believe it is important to be proactive and search out possible future water supplies before they become either developed or otherwise compromised. This location could be a potential valuable resource because it is located close to Route 111, a natural conduit for providing water to a majority of the town.

The Water Resources Committee recommends unanimously.

As the town becomes more populated, lots with development potential can impact the DEP's required "radius of protection" around potential future public water supply wellheads. We are identifying these areas and are being pro-active in the attempt to continue the process of ensuring the safety of the town's drinking water supply for future generations. The WRC will make a formal presentation at Town Meeting, provide handouts, and have additional information on their website.

The Finance Committee recommends.

The Finance Committee as a whole supported the article. A minority did not support using stabilization funds for this purpose.

ACTION ON ARTICLE 14, May 17, 2007: Mr. Willis provided additional background on the article. Ms. King needed clarification on whether Acton had the right of first refusal on any water found in Boxborough. Mr. Willis replied that, yes, there was a state law giving Acton first right of refusal. The town is looking into having the law repealed. Mr. White wanted to know the radius of protection around a public water supply. Mr. Willis said 400 feet for Zone 1 —no roads, no structures. Mr. White asked

about the results of the drilling at the Harvard Sportsmen's Club. Mr. Willis said that that site did have water and may be used, but was not the preferred site based on its location. Mr. Bunyard wondered if access to Steele Farm would be impacted if there was a public water supply there. Mr. Willis said no. Mr. Molander wondered why the exploratory well had to be done this year. Ms. Hilberg said the reason to move now was to protect the 400-foot radius from development if the site is viable as a public water supply. A resident from Daniel's Way, asked about the potential contamination from the Exxon station. Mr. Willis said no, the plume is moving the other way. He asked if there will be traffic limits on roadways. Mr. Willis again said no because the 400-foot radius doesn't cross any roads. Mr. Neville pointed out that trace fractures point to areas where there may be water but there's no guarantee. Mr. Neville suggested moving the drill site slightly within the preferred area in order to locate the well plus the 400-foot buffer within town property. Mr. Willis said that it would be difficult to drill in the area Mr. Neville pointed out. Mr. Neville did not agree. Mr. Raad wants to know how much is in the stabilization fund and how much is it being depleted. The figure is \$81,645. Ms. Hilberg pointed out that the town could look at the stabilization fund as a savings account as well as a rainy day fund. Mr. Gayowski spoke in favor of the motion. He wondered if Exxon could fund the well exploration. Mr. Willis said the Water Resources Committee has already received money from the fine levied on Exxon by DEP, which they used for a public water feasibility study. Mr. White asked if we could go to Acton and ask them to waive their rights to our water. Ms. Hilberg said that it must be done through a Home Rule Petition. Dana Perry of Liberty Square Rd. wondered why the town is looking to build a public water supply. Mr. Willis said that as the town grows there may become a need. Anne Gardulski of Sargent Rd., a geologist, said that private wells in Boxborough are in no immediate danger of drying out, but salt contamination may increase over the years. She said this article would protect a source of water that may be needed 20-30 years in the future when contamination may be an issue. Mr. Bunyard wanted clarification on the southern portion of the fracture area. Mr. Willis said that access to Route 111 for transport makes it the most attractive. Mark White moved the question. That motion carried.

On Mr. Willis's motion, the Town voted in favor of Article 14.

ARTICLE 15 COUNCIL ON AGING STAFFING - OUTREACH WORKER

(Majority vote required)

Mr. Powers moved to withdraw this Article from discussion.

The Board of Selectmen unanimously does not recommend (4 – 0).

The Board of Selectmen believes that the needs of our senior citizens are currently being met in an appropriate and fiscally responsible manner. While we understand that our senior population is growing, the majority of the growth appears to be centered on those just entering their senior years. The CoA has instituted a volunteer Friendly Visitor program as well as a volunteer visiting nurse. We would encourage them to continue to expand these volunteer services wherever possible.

The Council on Aging should be commended for their continued hard work as well as the many improvements to our senior programs.

The Council on Aging recommends unanimously.

The CoA recommends the funding of a part time (10 hours/week) Outreach Worker in order to provide outreach services to Boxborough senior residents and their families. The Board bases this recommendation on Boxborough's rapidly expanding senior population, coupled with state guidelines (MA Dept of Elder Affairs) for providing support for senior citizens.

The Finance Committee does not recommend (8 - 0).

This article is for the implementation of an Outreach Worker to assist the Council on Aging with house visits, to provide information about available services, to document the needs and client status and to assist with the daily operations of the council offices. It should be mentioned that there was an increase in the COA's 2007 budget. The COA Coordinator's hours were increased from 27 hours to 30 hours and 5 hours of secretarial hours were added as well. We believe that the need for an Outreach Worker can be fulfilled with the increased hours, volunteer resources, Minuteman services, Nashoba Nursing Services and senior work off program. The increase in taxation would be \$.0087 per \$1000 valuation, or \$4.74 for the "average" single-family home of \$545,900 valuation.

ACTION ON ARTICLE 15, May 17, 2007: On Mr. Powers motion, the town voted to withdraw the article.

ARTICLE 16 RESIDENCY REQUIREMENT BYLAW

(Majority vote required)

Ms. Neville moved to adopt a general bylaw, *Residency Requirement Bylaw*, as written in the Annual Town Meeting warrant under Article 16.

All persons appointed to boards, committees, commissions and authorities shall be residents of the Town of Boxborough who are eligible to be or who are registered to vote in the Town of Boxborough; provided, however, that this bylaw shall not apply to appointments to those boards, committees, commissions or authorities whose charge or enabling legislation specifically allows for or requires appointment of non-resident members. If an appointed member of a board, committee, commission or authority shall remove from the Town, such member shall, after a hearing held by the Board of Selectmen, be deemed to have vacated his office. If an appointed member of a board, committee, commission or authority moves within the Town, notice shall be provided to the Board of Selectmen within 30 days of such move.

Applicants for appointment and reappointment to municipal boards, committees, commissions and authorities shall provide to the appointing authority proof of residence in the Town. For purposes of this bylaw, proof of residence shall include, but not be limited to, a driver's license, recent utility bill, rent receipt on a landlord's printed letterhead, lease, duplicate copy of a voter registration affidavit, or any other government-issued printed identification which contains the person's name and address. The appointing authority may require provision of additional evidence of residence.

The Board of Selectmen recommends unanimously (4 – 0).

This bylaw would require that members of boards and commissions appointed by the Board of Selectmen be residents of Boxborough, unless as stated in their charter or organizational bylaw, there are provisions for non-resident members.

The Finance Committee recommends unanimously.

There is no financial impact to the town.

ACTION ON ARTICLE 16, May 17, 2007: Mr. Van Roggen wanted to know the reason behind the bylaw and questioned the need. He objected to the article. Ms. Golden questioned the requirement that a resident also be a registered voter or able to become a registered voter. She felt this was unnecessary. Mr. Carroll agreed with the selectmen and was in support of the article. Mr. Bunyard wanted to know if residency and attendance were related. Ms. Neville said that the bylaw speaks only to a residency

requirement. The policy has attendance requirements. Mr. Molander questioned Town Counsel whether a resident with a green card serve on a committee. Mr. Giorgio said no. It also excludes anyone under 18. Ms. Hilberg moved to amend the motion as follows: strike “who are eligible to be or who are registered to vote in the town of Boxborough.” Mr. Neville was opposed to the amendment. He felt that citizenship was something to be valued. Mr. Raad asked if resident meant that they had to be legal residents. Mr. Giorgio said that there would be no restriction on unauthorized residents. He said federal laws pre-empt towns in making laws restricting unauthorized residents. He recommends looking at the issue more carefully rather than further amending the amendment. Mr. Raad was in favor of the amendment. Mr. Carroll felt that non-citizens could be associate members. Mr. Powers spoke in favor of the amendment. On Ms. Hilberg’s motion to amend Article 16, the Town voted in favor. Discussion went back to the article as amended. Kathy Vorce asked why the article addressed only appointed boards. Mr. Fox said that to be elected, to get on the ballot, you have to be a registered voter. Brad Dye spoke against the article. He felt appointment to boards should be done on a case by case basis. Mr. Van Roggen wondered what would happen if someone had to move out of town temporarily? Mr. Fox said that there was flexibility. Mr. Giorgio said that an appointed official who moves out of town has vacated his office according to MGL. There is an opportunity for a public hearing before the selectmen to determine whether the official has indeed moved out of town. Ms. Grossman wanted the rationale for the bylaw explained. She was in favor of the article. Mr. Toups wanted the definition of a resident. Mr. Giorgio said residency can be determined as stated in the bylaw. Menisse Hinds asked what would happen in the case of a divorce and a temporary move to another town. Mr. Giorgio said that in reality the BOS would consider such a matter as a temporary relocation and the individual would still be considered a resident. Mark White moved the question. That motion carried.

On the motion by Ms. Neville as amended by Ms. Hilberg, the Town voted in favor of Article 16. The amended first sentence of the motion is as follows:

All persons appointed to boards, committees, commissions and authorities shall be residents of the Town of Boxborough; provided, however, that this bylaw shall not apply to appointments to those boards, committees, commissions or authorities whose charge or enabling legislation specifically allows for or requires appointment of non-resident members.

ARTICLE 17 STORMWATER BYLAW

(Majority vote required)

Mr. Willis moved to adopt a general bylaw, *Discharges into Storm Drains*, to govern discharges into storm drains, as written in the Annual Town Meeting warrant under Article 17.

DISCHARGES INTO STORM DRAINS

SECTION 1. PURPOSE

Increased and contaminated stormwater runoff is a major cause of impairment of: water quality and flow in lakes, ponds, streams, rivers, wetlands and groundwater; contamination of drinking water supplies; alteration or destruction of aquatic and wildlife habitat; and flooding.

Regulation of illicit connections and discharges to storm drains is necessary for the protection of the town's water bodies and groundwater, and to safeguard the public health, safety, welfare and the environment.

The objectives of this bylaw are:

1. to prevent pollutants from entering storm water;
2. to prohibit illicit connections and unauthorized discharges to storm drains;
3. to require the removal of all such illicit connections;
4. to comply with state and federal statutes and regulations relating to stormwater discharges; and
5. to establish the legal authority to ensure compliance with the provisions of this bylaw through inspection, monitoring, and enforcement.

SECTION 2. DEFINITIONS

For the purposes of this bylaw, the following shall mean:

AUTHORIZED ENFORCEMENT AGENCY: The Boxborough Board of Health, its employees or agents, or any town appointed board official or municipal employee or contractor designated by the Board to enforce this bylaw.

BEST MANAGEMENT PRACTICE (BMP): An activity, procedure, restraint, or structural improvement that helps to reduce the quantity or improve the quality of stormwater runoff.

BOARD: The Boxborough Board of Health

CLEAN WATER ACT: The Federal Water Pollution Control Act (33 U.S.C. Â§ 1251 et seq.) as hereafter amended.

DISCHARGE OF POLLUTANTS: The addition from any source of any pollutant or combination of pollutants into a storm drain or into the waters of the United States or Commonwealth from any source.

GROUNDWATER: Water beneath the surface of the ground.

ILLICIT CONNECTION: A surface or subsurface drain or conveyance, which allows an illicit discharge into a storm drain, including without limitation sewage, process wastewater or wash water, and any connections from indoor drains, sinks, or toilets, regardless of whether said connection was previously allowed, permitted, or approved before the effective date of this bylaw.

ILLICIT DISCHARGE: Direct or indirect discharge to a storm drain that is not composed entirely of stormwater, except as exempted in Section 8.

IMPERVIOUS SURFACE: Any material or structure on or above the ground that prevents water infiltrating the underlying soil. Impervious surface includes without limitation roads, paved parking lots, sidewalks, and rooftops.

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) STORM WATER DISCHARGE PERMIT: A permit issued by United States Environmental Protection Agency or jointly with the State that authorizes the discharge of pollutants to waters of the United States.

NON-STORMWATER DISCHARGE: Discharge to a storm drain not composed entirely of stormwater.

PERSON: An individual, partnership, association, firm, company, trust, corporation, agency, authority, department or political subdivision of the Commonwealth or the federal government, to the extent permitted by law, and any officer, employee, or agent of such person.

POLLUTANT: Any element or property of sewage, agricultural, industrial or commercial waste, runoff, leachate, heated effluent, or other matter whether originating at a point or nonpoint source, that is or may be introduced into any sewage treatment works or waters of the Commonwealth. Pollutants shall include without limitation:

- 1) paints, varnishes, and solvents;
- 2) oil and other automotive fluids;
- 3) non-hazardous liquid and solid wastes and yard wastes;
- 4) refuse, rubbish, garbage, litter, or other discarded or abandoned objects, ordnances, accumulations and floatables;
- 5) pesticides, herbicides, and fertilizers;
- 6) hazardous materials and wastes; sewage, fecal coliform and pathogens;
- 7) dissolved and particulate metals;
- 8) animal wastes;
- 9) rock, sand, salt, soils;
- 10) construction wastes and residues; and
- 11) noxious or offensive matter of any kind.

PROCESS WASTEWATER: Water which, during manufacturing or processing, comes into direct contact with or results from the production or use of any material, intermediate product, finished product, or waste product.

RECHARGE: The process by which groundwater is replenished by precipitation through the percolation of runoff and surface water through the soil.

STORM DRAIN: Any publicly or privately owned system of conveyances designed or used for collecting or conveying stormwater, including any road with a drainage system, street, gutter, curb, inlet, piped storm drain, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, reservoir, and other drainage structure that together comprise a storm drain

STORMWATER: Storm water runoff, snow melt runoff, and surface water runoff and drainage.

SURFACE WATER DISCHARGE PERMIT. A permit issued by the Department of Environmental Protection (DEP) pursuant to 314 CMR 3.00 that authorizes the discharge of pollutants to waters of the Commonwealth of Massachusetts.

TOXIC OR HAZARDOUS MATERIAL or WASTE: Any material, which because of its quantity, concentration, chemical, corrosive, flammable, reactive, toxic, infectious or radioactive characteristics, either separately or in combination with any substance or substances, constitutes a present or potential threat to human health, safety, welfare, or to the environment. Toxic or hazardous materials include any synthetic organic chemical, petroleum product, heavy metal, radioactive or infectious waste, acid and alkali, and any substance defined as Toxic or Hazardous under G.L. Ch.21C and Ch.21E, and the regulations at 310 CMR 30.000 and 310 CMR 40.0000.

WATERCOURSE: A natural or man-made channel through which water flows or a stream of water, including a river, brook or underground stream.

WATERS OF THE COMMONWEALTH: All waters within the jurisdiction of the Commonwealth, including, without limitation, rivers, streams, lakes, ponds, springs, impoundments, estuaries, wetlands, coastal waters, and groundwater.

WASTEWATER: Any sanitary waste, sludge, or septic tank or cesspool overflow, and water that during manufacturing, cleaning or processing, comes into direct contact with or results from the production or use of any raw material, intermediate product, finished product, byproduct or waste product.

SECTION 3. APPLICABILITY

This bylaw shall apply to flows entering any storm drains located in the Town of Boxborough.

SECTION 4. AUTHORITY

This bylaw is adopted under the authority granted by the Home Rule Amendment of the Massachusetts Constitution and the Home Rule Procedures Act, and pursuant to the regulations of the federal Clean Water Act found at 40 CFR 122.34.

SECTION 5. RESPONSIBILITY FOR ADMINISTRATION

The Board shall administer, implement and enforce this bylaw. Any powers granted to or duties imposed upon the Board may be delegated in writing by the Board to employees or agents of the Board, or to any town appointed board official or municipal employee designated by the Board to enforce this bylaw.

SECTION 6. REGULATIONS

The Board may promulgate rules and regulations to effectuate the purposes of this bylaw. Failure by the Board to promulgate such rules and regulations shall not have the effect of suspending or invalidating this bylaw.

SECTION 7. PROHIBITED ACTIVITIES

Illicit Discharges. No person shall dump, discharge, cause or allow to be discharged any pollutant or non-stormwater discharge into a storm drain, into a watercourse, or into the waters of the Commonwealth.

Illicit Connections. No person shall construct, use, allow, maintain or continue any illicit connection to a storm drain, regardless of whether the connection was permissible under applicable law, regulation or custom at the time of connection.

Obstruction of Storm Drain. No person shall obstruct or interfere with the normal flow of stormwater into or out of a storm drain without prior written approval from the Board.

SECTION 8. EXEMPTIONS

The following non-stormwater discharges or flows are exempt from the prohibition of non-stormwater provided that the source is not a significant contributor of a pollutant to the municipal storm drain system:

- 1) Waterline flushing;
- 2) Flow from potable water sources;
- 3) Springs;
- 4) Natural flow from riparian habitats and wetlands;
- 5) Diverted stream flow;
- 6) Rising groundwater;
- 7) Uncontaminated groundwater infiltration as defined in 40 CFR 35.2005(20), or uncontaminated pumped groundwater;
- 8) Water from exterior foundation drains, footing drains (not including active groundwater dewatering systems), crawl space pumps, or air conditioning condensation;
- 9) Discharge from landscape irrigation or lawn watering;
- 10) Water from individual residential car washing;
- 11) Discharge from dechlorinated swimming pool water (less than one ppm chlorine) provided the water is allowed to stand for one week prior to draining and the pool is drained in such a way as not to cause a nuisance;
- 12) Discharge from street sweeping;
- 13) Dye testing, provided verbal notification is given to the [the Board] prior to the time of the test;
- 14) Non-stormwater discharge permitted under an NPDES permit or a Surface Water Discharge Permit, waiver, or waste discharge order administered under the authority of the United States Environmental Protection Agency or the Department of Environmental Protection, provided that the discharge is in full compliance with the requirements of the permit, waiver, or order and applicable laws and regulations;
- 15) Discharge for which advanced written approval is received from the Board as necessary to protect public health, safety, welfare or the environment;
- 16) Discharge from the routine application of salt and sand by the Town's Department of Public Works; and
- 17) Discharge from agricultural or lawn care fertilizer products which have been applied in accordance with manufacturer's specifications.

18) Discharge or flow resulting from fire fighting activities.

SECTION 9. EMERGENCY SUSPENSION OF STORM DRAINAGE SYSTEM ACCESS

The Board may suspend storm drain access to any person or property without prior written notice when such suspension is necessary to stop an actual or threatened discharge of pollutants that presents imminent risk of harm to the public health, safety, welfare or the environment. In the event any person fails to comply with an emergency suspension order, the Authorized Enforcement Agency may take all reasonable steps to prevent or minimize harm to the public health, safety, welfare or the environment.

SECTION 10. NOTIFICATION OF SPILLS

Notwithstanding other requirements of local, state or federal law, as soon as a person responsible for a facility or operation, or responsible for emergency response for a facility or operation has information of or suspects a release of materials at that facility or operation resulting in or which may result in discharge of pollutants to a storm drain or waters of the Commonwealth, the person shall take all necessary steps to ensure containment, and cleanup of the release. In the event of a release of oil or hazardous materials, the person shall immediately notify the municipal fire and police departments and the Board, as well as the appropriate state and federal agencies as may be required by law. In the event of a release of non-hazardous material, the reporting person shall notify the Authorized Enforcement Agency no later than the next business day. The reporting person shall provide to the Authorized Enforcement Agency written confirmation of all telephone, facsimile or in-person notifications within three business days thereafter. If the discharge of prohibited materials is from a commercial or industrial facility, the facility owner or operator of the facility shall retain on-site a written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least three years.

SECTION 11. ENFORCEMENT

The Board or an authorized agent of the Board shall enforce this bylaw, regulations, orders, violation notices, and enforcement orders, and may pursue all civil and criminal remedies for such violations; provided, however, that the Board is not authorized to take any enforcement action under this section unless and until the Board shall have taken a sample of the discharge, and has determined through appropriate testing protocol that the discharge contains a Pollutant.

Civil Relief. If a person violates the provisions of this bylaw, regulations, permit, notice, or order issued thereunder, the Board may seek injunctive relief in a court of competent jurisdiction restraining the person from activities which would create further violations or compelling the person to perform abatement or remediation of the violation.

Orders. The Board or an authorized agent of the Board may issue a written order to enforce the provisions of this bylaw or the regulations thereunder, which may include: (a) elimination of illicit connections or discharges to a storm drain; (b) performance of monitoring, analyses, and reporting; (c) that unlawful discharges, practices, or operations shall cease and desist; and (d) remediation of contamination in connection therewith.

If the enforcing person determines that abatement or remediation of contamination is required, the order shall set forth a deadline by which such abatement or remediation must be completed. Said order shall

further advise that, should the violator or property owner fail to abate or perform remediation within the specified deadline, the town may, at its option, undertake such work, and expenses thereof shall be charged to the violator.

In the event that the violator or property owner fails to abate or remediate within the specified deadline, and within thirty (30) days after the Town completes all measures necessary to abate the violation or to perform remediation, the violator and the property owner will be notified of the costs incurred by the town, including administrative costs. The violator or property owner may file a written protest objecting to the amount or basis of costs with the Board within thirty (30) days of receipt of the notification of the costs incurred. If the amount due is not received by the expiration of the time in which to file a protest or within thirty (30) days following a decision of the Board affirming or reducing the costs, or from a final decision of a court of competent jurisdiction, the costs shall become a special assessment against the property owner and shall constitute a lien on the owner's property for the amount of said costs. Interest shall begin to accrue on any unpaid costs at the statutory rate provided in G.L. Ch. 59, 57 after the thirty-first day at which the costs first become due, or if a protest is filed, on the date at which the adjudicated costs have been determined by the Board or a court of competent jurisdiction.

Criminal Penalty. Any person who violates any provision of this bylaw, regulation, order or permit issued thereunder, shall be punished by a fine of not less than \$100, and not more than \$300. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.

Non-Criminal Disposition. As an alternative to criminal prosecution or civil action, the town may elect to utilize the non-criminal disposition procedure set forth in G.L. Ch. 40, section 21D, in which case the Board of Health or any police officer of the Town shall be the Authorized Enforcing Agent. The penalty for the 1st violation shall be \$100. The penalty for the 2nd violation shall be \$200. The penalty for the 3rd and subsequent violations shall be \$300. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.

Entry to Perform Duties under this Bylaw. To the extent permitted by state law, or if authorized by the owner or other party in control of the property, the Board, its agents, officers, and employees may enter upon privately owned property for the purpose of performing their duties under this bylaw and regulations and may make or cause to be made such examinations, surveys or sampling as the Board deems reasonably necessary.

Appeals. Any person aggrieved by any decision or order by the Board under this bylaw shall have the right to request a hearing before the Board, which, after such hearing, shall issue a written decision explaining the reasons for its decision. Such written decision shall be final. Further relief shall be to a court of competent jurisdiction.

Remedies Not Exclusive. The remedies listed in this bylaw are not exclusive of any other remedies available under any applicable federal, state or local law.

SECTION 12. SEVERABILITY

The provisions of this bylaw are hereby declared to be severable. If any provision, paragraph, sentence, or clause, of this bylaw or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this bylaw.

SECTION 13. TRANSITIONAL PROVISIONS

Residential property owners shall have sixty (60) days from the effective date of the bylaw to comply with its provisions provided good cause is shown for the failure to comply with the bylaw during that period.

The Board of Health recommends unanimously (3 – 0).

This bylaw will give our town a tool to protect its citizens from unlawful discharge of contaminants and also protect our water resources.

The Finance Committee recommends unanimously.

We believe that this is the right process to utilize to protect the town. There is no financial impact to the town.

ACTION ON ARTICLE 17, May 17, 2007: Mr. Willis said the impetus for the article came from an incident last year with Duraclean, a company that dumped solvents from one of their tanker trucks into a Boxborough storm drain. Without a bylaw in place, the police were unable to take any action. Mr. Bunyard commended the BOH on all their hard work on the article. Mr. Hanover wanted clarification on exemption #13-- dye testing. Mr. Willis said dye testing is often used to test septic system leaks. Mr. Hanover wanted clarification on exemption #17. Mr. Willis said that would allow people to use fertilizer on their lawns. Mr. Hanover expressed concerns about lawn care companies that hook up to standpipe to refill their tanks from our ponds, with possible back flow of contaminants. Mr. Giorgio said that if the BOH could demonstrate that a discharge took place, they would be penalized under this bylaw. Section 6 enables the BOH to enact any regulations it needs to implement the bylaw. A resident of Daniel's Way wondered if the DPW would be in violation of the bylaw. Mr. Kushner asked if the bylaw has a section to recover the cost of clean-up. The Moderator pointed out that that concern is addressed in the remediation section.

On Mr. Willis's motion, the Town voted unanimously in favor of Article 17.

ARTICLE 18 ZONING BYLAW AMENDMENT – AMEND THE ZONING BYLAW TO ADD SECTION 4107 ACCESSORY APARTMENT

(Two-thirds vote required)

Karen Metheny, chair of the Planning Board, moved to amend the Boxborough Zoning Bylaw to add a new Section 4107 Accessory Apartment, as written in the Annual Town Meeting warrant under Article 18.

4107 Accessory Apartment

As provided herein, the Planning Board may grant a total of 5 permits each calendar year for accessory apartments. An additional dwelling unit may be allowed as an accessory apartment in a single-family dwelling or existing accessory building located on a lot in the Agricultural-Residential Zoning District with a single-family dwelling for the purpose of providing small additional dwelling units without adding to the number of buildings in the Town or substantially altering the appearance of buildings, the neighborhood, or the Town; increasing the range of housing accommodations; encouraging a greater diversity of population; and encouraging a more efficient and economic use of existing housing stock by enabling owners of single-family dwellings larger than required for their present needs to share space

while maintaining the single-family appearance and character of buildings, the neighborhood, and the Town.

(1) Accessory Apartments Allowed By Special Permit

The Planning Board may grant a Special Permit for an accessory apartment provided that:

- (a) The accessory apartment is attached to or within a single-family dwelling, or is within a detached accessory structure in existence on or before March 8, 2007 and
- (b) provided that all of the following additional requirements are met:
 - 1. No more than one accessory apartment may be located on the lot.
 - 2. The accessory apartment shall be a use secondary and incidental to the single-family dwelling on the lot, and shall contain no more than 600 square feet of Gross Floor Area.
 - 3. The accessory apartment shall contain no more than 3 rooms, excluding hallways, bathrooms and closets.
 - 4. Either the single-family dwelling or the accessory apartment shall be occupied by the owner of the lot. For the purposes of this section, the "owner" shall be one or more individuals holding legal or beneficial title to said lot and for whom the dwelling is the primary residence for voting and tax purposes.
 - 5. The private water and on-site sewage disposal system shall be adequate to serve both the existing single-family dwelling and the accessory apartment.
 - 6. Any entrance required by the inclusion of an accessory apartment shall be clearly secondary to the main entrance of the primary dwelling unit.
 - 7. Any modification to the existing entrances on the front facade of the single-family dwelling shall result in the appearance of a single main entrance.
 - 8. Two (2) off-street parking spaces shall be provided for the accessory apartment.
 - 9. Curb cuts for the lot shall be limited to those already in existence on or before March 8, 2007, or for new construction, shall be limited to one.
 - 10. The accessory apartment shall be occupied only by the owner(s) of the lot, their family members, or in-home care providers for said owner(s) or their family members.
 - 11. The number of occupants in the accessory apartment shall be limited to three people.

Or take any other action relative thereto.

Explanation

An accessory apartment provides a small additional dwelling unit with a separate kitchen without adding to the number of buildings in the Town or substantially altering the appearance of buildings, the neighborhood or the Town. It increases the range of housing accommodations, encourages a greater diversity of population, and a more efficient and economic use of existing housing stock.

By limiting the number of permits, bedrooms, and occupants, the Town is able to minimize the impact on the school population and on town services due to the creation of accessory apartments. Five permits a year represents only $\frac{1}{4}$ of 1% of the number of households in Town.

There are approximately 2,285 households in Town; 10% affordable under Chapter 40B requires the creation of 229 affordable units. It would take two years and 10 accessory apartments to raise the 10%

requirement by 1 unit to 230 units. Therefore, the creation of an accessory apartment will not significantly impact our affordable housing requirement.

The Planning Board recommends unanimously (3 – 0).

The Planning Board recommends that Town Meeting vote to amend the Boxborough Zoning Bylaw by adding a new Section 4107 to allow accessory apartments.

The Finance Committee defers its recommendation until Town Meeting.

ACTION ON ARTICLE 18, May 17, 2007: Ms. Metheny showed some slides of single family homes with accessory apartments to demonstrate that there is very little difference in appearance from a standard single family home. The Finance Committee had no recommendation. Mr. Neville had a point of order: She questioned whether the Fincom is required to make a recommendation on all articles. Mr. Kushner said that the Fincom did not vote on the article and therefore has no recommendation. Mark White spoke on behalf of the article and reminded the meeting that it has come before the town in previous years. He feels that the added restrictions vs. previous versions provide a lot of protection to the town. Mr. Gayowski agreed with Mark on the benefits of the bylaw. He questioned how the town was going to deal with the backlog of existing illegal apartments, given that there will only be 5 permits per year. Ms. Metheny said that each apartment will have to go through the special permit process. Larry White suggested a first-year amnesty program with no limit and then go the 5 per year. Ms. Metheny said that when Stow adopted the bylaw there wasn't a deluge of applications. Mr. Follett asked how it would affect valuations. The assessor would evaluate on a case by case basis. Mr. Follett asked if you can remodel an accessory apartment and eliminate that designation. The Town Planner, Elizabeth Hughes, said that through the building permit process you could make the changes to the space that would eliminate the designation. Elizabeth West spoke in favor of the amendment based on her experience with having one. Mr. Toups is concerned that the article is too restrictive when it limits occupancy. Ms. Metheny said that as long as the owner is resident in one of the spaces or other, the occupancy of the other unit is very flexible. Mr. Raad said his concern is not with someone's grandmother living in the space, but if the occupant is a teenager and rowdy. Ms. Metheny said the building inspector would be responsible for enforcement. Mr. Hanover asked who would issue the permit. Ms. Metheny said that the Planning Board would issue the special permit. Mr. Willis spoke in favor of the motion. Larry White moved to amend article 18 as follows: Insert in the first line after "may grant" "in the first year up to 20 permits and thereafter..." Seconded. Ms. Metheny said that many in town were concerned that without a limit there would be a flood of permit applications. Mark White supported the amendment. Mr. Willis made a motion to move the question on the amendment. The amendment carried. Mr. Willis moved the question.

Action on Article 18, ATM, May 17, 2007: On Ms. Metheny's motion, as amended by Larry White, the Town voted in favor of Article 18. The amended first line of the motion is as follows:

As provided herein, the Planning Board may grant in the first year up to 20 permits and thereafter a total of 5 permits each calendar year for accessory apartments.

Mr. Fox made a motion at the Moderator's discretion to allow Town Meeting to take up new business after 10:30pm. Motion carried.

**ARTICLE 19 ZONING BYLAW AMENDMENT – AMEND THE SIGN EXEMPTIONS TO
ALLOW AGRICULTURAL SIGNS**

(Two-thirds vote required)

Mr. Neville moved to amend the Boxborough Zoning Bylaw, Section 6300 Signs, by adding to the Section 6305 list of signs, which are exempt from sign permit requirements, a new Section 6305(7), as written in the Annual Town Meeting warrant under Article 19.

- (7) Signs associated with an agricultural use as defined in MGL c.40A, §3, offering for sale produce and other products, provided the following:
 - (a) The sign may indicate only the name of the farm, products for sale and/or the price of said products;
 - (b) The sign is designed to be portable, such as an A-frame, H-frame or T-frame sign placed on the surface of the ground or temporarily staked into the ground;
 - (c) Only two such signs may be located on a property without a sign permit;
 - (d) The sign is located on the same property on which the agricultural use is conducted;
 - (e) The sign is displayed only when the agricultural use is open to the public for purchase of products;
 - (f) The sign is not illuminated or inflatable.

Or take any other action relative thereto.

Explanation

Currently, the Bylaw does not provide any mechanism for local agricultural operations to advertise their seasonally available produce or products for sale.

Planning Board recommends unanimously (3-0).

The Planning Board recommends that Town Meeting vote to amend the Boxborough Zoning Bylaw to add a new Section 6305(7) for exempt signs associated with an agricultural use.

The Finance Committee recommends unanimously.

We support the bylaw, but noted that there is no size limitation on the sign. There is no financial impact to the town.

ACTION ON ARTICLE 19, May 17, 2007: Mr. Neville provided additional background on the article. Mr. Raad expressed concern that there was no size limit. Mr. Van Roggen asked what the definition of portable was. Mr. Giorgio pointed out that the sign not only has to be portable, but it also cannot be displayed when the agricultural activity is closed. Mr. Follett mentioned a safety concern. He pointed out that the portable sign displayed by the church for their fair created an unsafe situation in terms of visibility on Mass. Ave. He thinks there should be a height restriction. Mr. Giorgio felt that highway safety issues presented by any sign could be addressed by the police department or the building inspector. Mr. Giorgio said that agricultural uses are not subject to local bylaws. Mr. Sabot moved the question.

On Mr. Neville's motion, the Town voted in favor of Article 19.

ARTICLE 20 ZONING BYLAW AMENDMENT – AMEND SECTION 8000 UNDER SITE PLAN APPROVAL

(Two-thirds vote required)

Mr. Neville moved to amend the Boxborough Zoning Bylaw Section 8000 Site Plan Approval by deleting Subsection 8004 Procedures in its entirety and substituting therefore a new Subsection 8004, as written in the Annual Town Meeting warrant under Article 20.

8004 Procedures

Applications shall be filed by the petitioner *in accordance with the specifications set forth in the Boxborough Planning Board Rules & Regulations for Site Plan Approval.*

Or take any other action relative thereto.

Explanation

Currently, Section 8004 of the Bylaw contains procedural items dealing with the filing of an application and fees that should not require a vote of Town Meeting to amend. This Section currently reads:

8004 Procedures

Applications shall be filed by the petitioner with the Town Clerk and a copy of said application including the date and time of filing certified by the Town Clerk shall be filed forthwith by the petitioner with the Planning Board. Applications shall be filed with seven (7) prints of the plans.

(1) Upon receipt of the site plan application, the Planning Board shall transmit one copy each to the Inspector of Buildings, the Selectmen, the Police Chief, the Fire Chief, the Conservation Commission, the Superintendent of Streets, and any other department the Planning Board deems appropriate. Such agency shall, within twenty-five (25) days of receiving such copy, report to the Planning Board about their concerns and questions. Agencies may recommend conditions or remedial measures to accommodate or to mitigate the expected impacts of the development. Failure of such agency to respond within 25 days shall be construed as non-opposition by that agency. The Planning Board shall not render a decision until it has received all board reports or said 25 days has elapsed.

(2) Public Hearing. The Planning Board shall conduct a public hearing on the site plan within thirty-five (35) days after receipt thereof. Notice of the public hearing shall be given by publication in a newspaper of general circulation in Boxborough once, not less than seven (7) days before the day of such hearing. Notice shall also be given, by mail, postage prepaid, to the applicant, abutters, owners of land directly opposite on any public or private street or way, and abutters to abutters within three hundred feet of the property of the applicant as they appear on the most recent applicable tax list. The notice shall contain all of the information specified in G.L. c. 40A, s. 11, para. 2, as may be amended. Costs of providing notice shall be borne by the applicant. A decision regarding the site plan shall be rendered within thirty (30) days of the close of the public hearing. The Planning Board shall notify the applicant, in writing, of its decision. The decision of the Planning Board shall be upon a majority vote of those present. The required time limits for a public hearing and for said action may be extended by written agreement between the applicant and the Planning Board.

These items are included in the Site Plan Rules & Regulations, which can be amended at a noticed public hearing of the Planning Board.

The Planning Board recommends unanimously (3 – 0).

The Planning Board recommends that Town Meeting vote to amend the Boxborough Zoning Bylaw to delete the procedural and administrative items from Section 8004 Site Plan Approval.

The Finance Committee recommends unanimously.

There is no financial impact to the town.

ACTION ON ARTICLE 20: On Mr. Neville's motion, the town voted unanimously to approve article 20.

ARTICLE 21: GENERAL BYLAW AMENDMENT – AMEND THE EARTH REMOVAL BYLAW

(Majority vote required)

Mr. Neville moved to amend the Boxborough Earth Removal Bylaw, as written in the Annual Town Meeting warrant under Article 21.

1. In Section I. Definitions, amend Subsection C by deleting the existing definition of the term “abutters” and inserting a new definition of “abutters” to read as follows:

C. For the purpose of this Bylaw, “abutters” shall *be parties of interest as defined in MGL c. 40A, § 11.*

2. In Section II. Earth Removal Procedure, amend Subsections C, D and E to read as follows:

C. Any person wishing to obtain a permit or to renew a permit to remove earth material from a property in the Town, or to use any public way within the Town for transporting such material from one part of a property to another part, shall file *an application pursuant to the Rules & Regulations as most recently adopted by the Board.*

D. No permit for the removal of earth, and no renewal thereof, shall be issued until a public hearing has been held by the Board *as defined in MGL c. 40A, § 11*, except in those cases specifically exempted in Section III-B.

E. No earth removal permit can be granted pursuant to this Bylaw until the applicant shall have paid a fee *as established in the Earth Removal Rules & Regulations.*

3. In Section V. Standards and Requirements Subsection A. Operation Standards by amending Paragraphs 2, 4, and 5 as follows:

2. Operations shall be conducted during the hours 7:30 A.M. to 5:00 P.M., Monday through Friday. *No earth is to be excavated or removed on Saturdays, Sundays or Massachusetts legal holidays. These hours of operation may be altered only upon written authorization of the Planning Board.* Loaded trucks shall leave the premises only during permitted hours. All loaded vehicles shall be suitably covered to prevent dust and contents from spilling and blowing from the load.

4. All trucking routes and methods shall be subject to approval by the Chief of Police and the *Director of Public Works.*

5. All access roads leading to public ways shall be treated with *a* suitable material approved by the Planning Board for a distance of at least 200 feet back from the public way, and shall be maintained so as to confine dust and mud to the premises.

4. In Section VI. General Administration, amend Subsection B as follows:

B. Upon petition and payment of applicable filing fee by the owner, permit holder, abutters, or upon the vote of the Board, the Planning Board may hold a new hearing and/or reissue or modify an existing permit subject to any regulations not in conflict with this Bylaw. The filing fee shall be reimbursed by the permit holder if it is determined that a violation of the conditions of the permit has occurred.

and

5. In Section VII. Violations, amend Subsection B to read as follows:

B. If a permit holder or other offender persists in such violation, the Board shall seek an imposition of penalties authorized by ***MGL c. 40, §21, of \$50 for the first offense, \$100 for the second offense, and \$200 for each subsequent offense***, or seek to obtain a court order to compel compliance with this Bylaw. Each day in violation of the provisions of this Bylaw, after warning thereof, shall be considered a separate offense unless the operator shall initiate immediate actions to bring the operation to compliance with this Bylaw. ***This Bylaw may also be enforced through the non-criminal disposition procedures set forth in MGL c. 40 § 21D The enforcing officer under this Bylaw shall be the Building Inspector or any police officer of the Town of Boxborough.***

Or take any other action relative thereto.

Explanation

Currently, the Bylaw contains procedural items dealing with the filing of an application and fees that should not require a vote of Town Meeting to amend from time to time. These Sections currently read:

I. Definitions.

C. For the purpose of this Bylaw, “abutters” shall mean the owners and/or resident tenants of property which: (1) has one or more boundaries, or parts thereof, in common with the property upon which there is, or is proposed to be an earth removal operation; or (2) has frontage on the opposite side of a public or private way, such frontage lying wholly, partly, or within three hundred (300) feet opposite the street line bounding the earth removal operation; or (3) is deemed by the Planning Board to be affected by the earth removal operation.

II. Earth Removal Procedure.

C. Any person wishing to obtain a permit or to renew a permit to remove earth material from a property in the Town, or to use any public way within the Town for transporting such material from one part of a property to another part, shall file a completed Form ER-1 together with any required supporting data and maps with the Planning Board. A filing fee of one hundred dollars (\$100.00) shall accompany the application Form ER-1 when a hearing is required.

D. No permit for the removal of earth, and no renewal thereof, shall be issued until a public hearing has been held by the Board except in those cases specifically exempted in Section III-B. Notice of said hearing shall be given at least fourteen (14) days in advance in a newspaper commonly used for such notices by the Town, and the posting of copies thereof on municipal bulletin boards. The applicant, and all abutters as determined from the most recent tax list and annual street listing, shall be notified of the purpose, date, time and place of the hearing by registered mail.

E. No earth removal permit can be granted pursuant to this Bylaw until the applicant shall have paid a fee measured by five hundred dollars (\$500.00) for each acre of land described in said permit as well as five hundred dollars (\$500.00) for each partial acre of land described therein; except that the following fee schedule shall apply where the entire area to be excavated is less than one acre:

Area of 0 to 1/4 acre to be excavated \$125.00

Area of 1/4 to 1/2 acre to be excavated \$250.00

Area of 1/2 to 3/4 acre to be excavated \$375.00

Area of 3/4 to 1 acre to be excavated \$500.00

except that no fee shall be required if the volume of earth to be excavated is less than 1,000 cubic yards.

The Planning Board may amend the foregoing fee schedule from time to time after a public hearing.

V. Standards and Requirements.

A. Operation Standards.

2. Operations shall be conducted during the hours 7:30 A.M. to 5:00 P.M., Monday through Friday, or as permitted by the Planning Board. Loaded trucks shall leave the premises only during permitted hours. All loaded vehicles shall be suitably covered to prevent dust and contents from spilling and blowing from the load.
4. All trucking routes and methods shall be subject to approval by the Chief of Police and the Highway Surveyor.
5. All access roads leading to public ways shall be treated with oil, stone or other suitable material approved by the Planning Board for a distance of at least 200 feet back from the public way, and shall be maintained so as to confine dust and mud to the premises.

VII. Violations.

- A. If a violation is determined, a notice shall be sent by certified mail ordering the cessation of earth removal activities.
- B. If a permit holder or other offender persists in such violation, the Board shall seek an imposition of penalties authorized by Paragraph 17, Section 21 of Chapter 40 of the Massachusetts General Laws, or seek to obtain a court order to compel compliance with this Bylaw. The penalty for removing earth for the first offense after the first warning; not more than one hundred dollars (\$100.00) for the second offense; and not more than two hundred dollars (\$200.00) for any subsequent offense. Each day in violation of the provisions of this Bylaw, after warning thereof, shall be considered a separate offense unless the operator shall initiate immediate actions to bring the operation to compliance with this Bylaw.

Additionally, the Bylaw references text from Massachusetts General Law that if amended would require further Town Meeting action to remain consistent. The hours of operation are proposed to be changed to be consistent with the more specific language included in the Earth Removal Rules & Regulations.

The Planning Board recommends unanimously (3 – 0)

The Planning Board recommends that Town Meeting vote to amend the Boxborough Earth Removal General Bylaw.

The Finance Committee recommends unanimously.

There is no financial impact to the town.

ACTION ON ARTICLE 21, May 17, 2007: On Mr. Neville's motion, the town voted unanimously in favor of article 21.

ARTICLE 22 RESCIND UNUSED BORROWING AUTHORITY**

(Majority vote required)

To see if the Town will vote to rescind the unused balance of the borrowing authority authorized under Article 16 of the Annual Town Meeting on May 9, 2006 for the replacement of a sand/salt mix shed, said amount being Thirty-Four Thousand Dollars (\$34,000), or take any other action relative thereto.

The Board of Selectmen recommends unanimously (4 – 0).

The Sand/Salt mix shed has been completed by the DPW, at less material costs than originally anticipated, so we do not need to borrow the full amount authorized in 2006. By rescinding, we avoid additional taxes to pay for bonds that will not be needed.

The Finance Committee recommends unanimously.

ACTION ON ARTICLE 22, May 17, 2007: On a motion by Mr. Fox, the Town voted in favor of Article 22 as part of the consent agenda.

ARTICLE 23 CLOSE OUT OLD ARTICLES**

(Majority vote required)

To see if the Town will vote to transfer to the General Fund the unexpended balance of monies in the amount of Twenty-One Thousand Three Hundred Twenty-Six Dollars and Forty-Four Cents (\$21,381.75), more or less, as voted by past Town Meetings, or take any other action relative thereto.

The articles to be closed or reduced are indicated below:

| Article # | | Description | Amount |
|------------------|----------------|---|--------------------|
| Article 25 | May 2002 (ATM) | Capital Improvements - South Cemetery Shed | \$5,046.00 |
| Article 11 | May 2005 (ATM) | Capital Expenditure – Radio Alarm Boxes | 180.44 |
| Article 15 | May 2005 (STM) | Town Hall – Architectural Design Consultant | 16,100.00 |
| Article 8 | May 2006 (ATM) | Payment of Prior Year Bills | 55.31 |
| Total: | | | <u>\$21,381.75</u> |

The Board of Selectmen recommends unanimously (4 – 0).

The purposes of these articles have been achieved – no more expenditures are required against the original town meeting authorizations. The unexpended funds will be transferred to the General Fund, producing a positive effect on our free cash position for the FY09 budget.

The Finance Committee recommends unanimously.

ACTION ON ARTICLE 23, May 17, 2007: On a motion by Mr. Fox, the Town voted in favor of Article 23 as part of the consent agenda.

ARTICLE 24 ELECTED OFFICIALS GROUP INSURANCE**

(Majority vote required)

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for the purpose of adopting the following legislation:

An Act Relative to the Group Insurance Program of the Town of Boxborough

Section 1. If, pursuant to paragraph (d) of section 2 of chapter 32B of the general laws, the Board of Selectmen of the town of Boxborough allows compensated elected town officials whose duties require less than twenty (20) hours work per week as said Board may determine to participate in said town's group insurance program, such officials shall pay one hundred per cent (100%) of the premiums.

Section 2. Pursuant to section 14 of chapter 32B of the general laws the Board of Selectmen shall adopt such rules and regulations as may be necessary for the administration of said insurance.

Section 3. This act shall take effect upon its passage. The General Court may only make clerical or editorial changes of form to the bill, unless the Selectmen approve amendments to the bill before enactment by the General Court. The Selectmen are hereby authorized to approve amendments, which shall be within the scope of the general public objectives of the petition;

or take any other action relative thereto.

The Board of Selectmen recommends unanimously (4 – 0).

MGL c. 32B governs group health insurance. The definition of employee in the statute includes paid elected officials working under 20 hours a week. Absent the Special Act, MGL c. 32B allows elected officials to receive health care insurance with the town paying the same percentage contribution as for all other employees. Adoption of the special act will allow the town to control the cost of providing health care coverage to town elected officials who may choose to receive health insurance through the town's group policy. Adoption of the Act would require paid elected officials opting into the town health care insurance plans to pay 100% of the premiums out of pocket.

Town meeting approved this action in May 2004, and the Selectmen submitted the petition as authorized. Our petition became bogged down in Legislative committee reviews and readings in 2005 and 2006 with no action taken. We have been advised that the Town must re-authorize and resubmit the petition due to the length of time that has passed. We are asking town meeting to once again authorize the Selectmen to proceed. A successful outcome will close a loophole that would otherwise allow elected officials to unfairly participate in the town's group insurance policy at reduced premiums as though they were regular full-time employees.

The Finance Committee recommends unanimously.

This article allows our part time elected officials to obtain insurance at group rates. There is no financial impact to the town.

ACTION ON ARTICLE 24, May 17, 2007: On a motion by Mr. Fox, the Town voted in favor of Article 24 as part of the consent agenda.

ARTICLE 25 REVOLVING FUND – SENIOR VAN**

(Majority vote required)

To see if the town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E and 1/2 to authorize a revolving fund for purposes of receiving fares and reimbursement from Montachusett Regional Transit Authority (MART) and paying expenses associated with the operations of the senior van up to Four Thousand Dollars (\$4,000) to be under the direction of the Town Administrator, who shall approve all such expenditure; and further to provide that in the event that the revolving fund is reauthorized for FY 2009, the monies remaining in the fund at the end of the fiscal year 2008 may be carried over into fiscal year 2009 to pay for expenses not yet completed; or take any other action relative thereto.

The Board of Selectmen recommends unanimously (4 – 0).

The October 2006 Special Town Meeting approved the addition of a Senior Van service. The service is being funded by an initial donation from Middlesex Savings Bank and then reimbursement through MART (Montachusett Regional Transit Authority). This is simply an accounting mechanism to handle the revenues and expenses generated by the service.

The Council on Aging recommends unanimously.

The establishment of a revolving fund will not impact the town financially in any way. Revenues received will be placed in the fund and will be used to pay the expenses associated with operating the van.

The Finance Committee recommends unanimously.

This article is required to authorize the revolving fund established to pay expenses from the fees collected for the indicated purpose. This article has no tax rate implications to the Town.

ACTION ON ARTICLE 25, May 17, 2007: On a motion by Mr. Fox, the Town voted in favor of Article 25 as part of the consent agenda.

ARTICLE 26 REVOLVING FUND – GIS ASSESSOR MAPS**

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E and 1/2 to authorize a revolving fund for purposes of receiving fees collected from the Planning Board for applications to modify existing parcel boundaries and/or the creation of new parcels and that all such fees be deposited in said fund to pay for costs up to Five Thousand Dollars (\$5,000) associated with the updating of the GIS Assessor maps, to be under the direction of the Town Administrator, who shall approve all such expenditure; and further to provide that in the event that the revolving fund is reauthorized for FY 2009, the monies remaining in the fund at the end of the fiscal year 2008 may be carried over into fiscal year 2009 to pay for expenses not yet completed; or take any other action relative thereto.

The Board of Selectmen recommends unanimously (4 – 0).

The Finance Committee recommends unanimously.

ACTION ON ARTICLE 26, May 17, 2007: On a motion by Mr. Fox, the Town voted in favor of Article 26 as part of the consent agenda.

ARTICLE 27 ACCEPTANCE OF MGL CHAPTER 59 §5 CLAUSE 22E - VETERANS' EXEMPTIONS RESIDENCY REQUIREMENTS**

(Majority vote required)

To see if the Town will vote to accept the provisions of the final paragraph of Chapter 59 §5 clause 22E, which authorizes exemptions available under Chapter 59 §5 clauses 22, 22A, 22B, 22C, 22D and 22E to be granted to otherwise eligible persons who have resided in the commonwealth for one year prior to the date of filing for exemptions under the applicable clause, to be effective for exemptions granted in fiscal year 2008, or take any other action relative thereto.

Summary

State law requires that veterans must either have lived in Massachusetts for six months prior to entering service or for the five years prior to applying for the exemption. This local option, if accepted will reduce the 5-year requirement to 1 year. At present, this would affect only one applicant. The potential impact to the town would be a maximum of \$725 per year per applicant.

The Town has previously approved all other local options available to maximize all exemptions, but this one was apparently overlooked.

The Board of Selectmen recommends unanimously (4 – 0).

The Board of Selectmen recommends unanimously. The acceptance of this local option will allow veterans to take a property tax exemption after having lived in Boxborough one year instead of five years. The Town has previously accepted all other local options available to maximize deductions.

The Finance Committee recommends unanimously.

ACTION ON ARTICLE 27, May 17, 2007: On a motion by Mr. Fox, the Town voted in favor of Article 27 as part of the consent agenda.

ARTICLE 28 REVOLVING FUND - ELECTRICAL INSPECTION**

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving fees and paying the Electrical Inspector for inspections conducted by him up to Fifty Thousand Dollars (\$50,000), to be under the direction of the Building Inspector who shall approve all such expenditure; and further to provide that in the event that the revolving fund is reauthorized for FY 2009, the monies remaining in the fund at the end of the fiscal year 2008 may be carried over into fiscal year 2009 to pay for inspections for permits not yet completed; or take any other action relative thereto.

The Board of Selectmen recommends unanimously (4 – 0).

The Finance Committee recommends unanimously.

This article is required to re-authorize the revolving fund established to pay electrical inspectors from the fees collected for the indicated purpose, and to set the maximum annual disbursement from the fund. Currently, the applicable fee schedule states that 90% of electrical inspection fees collected must be disbursed to the Electrical Inspector, and 10% remains for Town administrative fees. Finance Committee supports the disbursement cap of \$50,000 and the provision to rollover unused funds to FY 09. This article has no tax rate implications to the Town.

ACTION ON ARTICLE 28, May 17, 2007: On a motion by Mr. Fox, the Town voted in favor of Article 28 as part of the consent agenda.

ARTICLE 29 REVOLVING FUND - PLUMBING AND GAS INSPECTION**

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving fees and paying the Plumbing/Gas Inspector for inspections conducted by him up to Fifteen Thousand Dollars (\$15,000) to be under the direction of the Building Inspector who shall approve all such expenditure; and further to provide that in the event that the revolving fund is reauthorized for FY 2009, the monies remaining in the fund at the end of the fiscal year 2008 may be carried over into fiscal year 2009 to pay for inspections for permits not yet completed; or take any other action relative thereto.

The Board of Selectmen recommends unanimously (4 - 0).

The Finance Committee recommends unanimously.

This article is required to re-authorize the revolving fund established to pay the Plumbing and Gas Inspectors from the fees collected for the indicated purpose, and to set the maximum annual disbursement from the fund. Currently, the applicable fee schedule states that 90% of plumbing and gas inspection fees collected must be disbursed to the Plumbing and Gas Inspector, and 10% remains for Town administrative fees. The Finance Committee supports the disbursement cap of \$15,000 and the provision to rollover unused funds to FY 09. This article has no tax rate implications to the Town.

ACTION ON ARTICLE 29, May 17, 2007: On a motion by Mr. Fox, the Town voted in favor of Article 29 as part of the consent agenda.

ARTICLE 30 REVOLVING FUND - FIRE ARMS PERMITS**

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving monies and paying expenses for Fire Arms Permits up to Two Thousand Dollars (\$2,000) to be under the direction of the Police Chief who shall approve all such expenditure; and further to provide that in the event that the revolving fund is reauthorized for FY 2009, the monies remaining in the fund at the end of the fiscal year 2008 may be carried over into fiscal year 2009 to pay for expenses not yet completed; or take any other action relative thereto.

The Board of Selectmen recommends (4 - 0).

The Finance Committee recommends unanimously.

This article re-authorizes the existing revolving fund for the purposes indicated. According to the State firearms law, the Police Department collects fees when issuing a firearms permit. They must then submit 50% of those fees to the State. This fund allows the financial mechanism to work efficiently. It is capped at the same level as FY 07 (\$2,000) and has no tax rate implications to the town.

ACTION ON ARTICLE 30, May 17, 2007: On a motion by Mr. Fox, the Town voted in favor of Article 30 as part of the consent agenda.

ARTICLE 31 REVOLVING FUND - LIBRARY FINES**

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving library fees, fines and penalties and that all fees, fines and penalties be deposited in said fund to pay for library material acquisitions or services, up to a maximum of Seven Thousand Five Hundred Dollars (\$7,500), to be under the direction of the Library Director who shall approve all such expenditure; and further to provide that in the event that the revolving fund is reauthorized for FY 2009, the monies remaining in the fund at the end of the fiscal year 2008 may be carried over into fiscal year 2009 to pay for expenses not yet completed; or take any other action relative thereto.

The Board of Library Trustees recommends unanimously.

This article will permit the library to use fees and fines that are collected up to \$7,500 per year for the acquisition or replacement of materials and services provided by the library.

The Finance Committee recommends unanimously.

This article re-authorizes the revolving fund that allows the library to use the modest income from fees and fines to replace and/or augment their current holdings.

ACTION ON ARTICLE 31, May 17, 2007: On a motion by Mr. Fox, the Town voted in favor of Article 31 as part of the consent agenda.

ARTICLE 32 REVOLVING FUND - DOG LICENSE FEES**

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for the purpose of receiving dog licensing fees and that all licensing fees and penalties be deposited in said fund to pay for costs up to a maximum of Four Thousand Dollars (\$4,000) annually relating to the licensing, damage to livestock and fowl, and penalties paid to the Dog Officer, to be under the direction of the Town Clerk who shall approve all such expenditure; and further to provide that in the event that the revolving fund is reauthorized for FY 2009, the monies remaining in the fund at the end of the fiscal year 2008 may be carried over into fiscal year 2009 to pay for expenses not yet completed; or take any other action relative thereto.

The Board of Selectmen recommends unanimously (4 - 0).

The Finance Committee recommends unanimously.

This article re-authorizes the existing revolving fund. It allows for the acceptance of licensing fees and provides the financial mechanism to pay for the expenses related to licensing, assessing fines and for damage to fowl or livestock. It is funded at the same level (\$4,000 maximum) as authorized in FY 07 and has no tax rate implications to the Town.

ACTION ON ARTICLE 32, May 17, 2007: On a motion by Mr. Fox, the Town voted in favor of Article 32 as part of the consent agenda.

ARTICLE 33 REVOLVING FUND – STEELE FARM**

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving monies from the sale of trees and other wood and farm products and from leasing and rental fees and paying expenses of the Steele Farm up to Ten Thousand Dollars (\$10,000), to be under the direction of the Steele Farm Advisory Committee who shall approve all such expenditure by a majority vote; and further to provide that in the event that the revolving fund is reauthorized for FY 2009, the monies remaining in the fund at the end of the fiscal year 2008 may be carried over into fiscal year 2009 to pay for expenses not yet completed; or take any other action relative thereto.

The Board of Selectmen recommends unanimously (4 - 0).

The Finance Committee recommends unanimously.

This article re-authorizes the revolving fund and allows the addition of income from other wood and farm products and from leasing and rental fees. This expands the sources of income to fund the restoration and maintenance of the Steele Farm property.

ACTION ON ARTICLE 33, May 17, 2007: On a motion by Mr. Fox, the Town voted in favor of Article 33 as part of the consent agenda.

ARTICLE 34 REVOLVING FUND – INTEGRATED PRESCHOOL PROGRAM**

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving monies and paying expenses for the Integrated Preschool Program up to Forty-Four Thousand Dollars (\$44,000), to be managed by the Blanchard Memorial School Business Manager, who under the direction of the Boxborough School Committee and Blanchard Memorial School Superintendent, shall approve all such expenditures; and further to provide that in the event that the revolving fund is reauthorized for FY 2009, the monies remaining in the fund at the end of the fiscal year 2008 may be carried over into fiscal year 2009; or take any other action relative thereto.

The Boxborough School Committee recommends.

The Boxborough School Committee unanimously recommends the reauthorization of a revolving account for the Integrated Preschool. A revolving account allows the Blanchard School to accept tuitions for typically developing Boxborough students and for out-of-district Special Education students. The revolving account will be used for payment of expenses associated with the Preschool program.

The Finance Committee recommends unanimously.

This article reauthorizes a revolving fund initially approved at the May 2002 Annual Town Meeting. The Integrated Pre-School Program initiative has proved both beneficial to the students involved and a financially effective means of providing required services. Reauthorizing this revolving fund will ensure that tuitions and other fees collected will benefit the Program, offsetting School Department costs and effectively reducing the Program appropriations by the estimated fees to be collected.

ACTION ON ARTICLE 34, May 17, 2007: On a motion by Mr. Fox, the Town voted in favor of Article 34 as part of the consent agenda.

ARTICLE 35 REVOLVING FUND – CONSERVATION COMMISSION**

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E and 1/2 to reauthorize a revolving fund for purposes of receiving fees associated with the regulation of the local Wetland Bylaw and that all fees be deposited in said fund to pay for expenses directly attributable to local Wetland Bylaw regulatory activities (excluding legal expenses), up to a maximum of Twenty Thousand Dollars (\$20,000), to be under the direction of the Conservation Commission within the administrative procedures established by the Board of Selectmen; the Commission shall approve all such expenditures by majority vote; and further to provide that in the event that the revolving fund is reauthorized for FY 2009, the monies remaining in the fund at the end of the fiscal year 2008 may be carried over into fiscal year 2009 to pay for expenses not yet completed; or take any other action relative thereto.

The Board of Selectmen recommends (4 - 0).

The Conservation Commission recommends.

The Finance Committee recommends unanimously.

ACTION ON ARTICLE 35, May 17, 2007: On a motion by Mr. Fox, the Town voted in favor of Article 35 as part of the consent agenda.

ARTICLE 36 ELDERLY TAX RELIEF – INCREASE IN EXEMPTIONS**

(Majority vote required)

To see if the Town will vote to accept Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, providing for an increase of 100% in certain property tax exemptions for qualifying senior citizens, disabled veterans and other individuals; or take any other action relative thereto.

The Board of Selectmen recommends (4 - 0).

This simply is a housekeeping article; each year we must reconsider and accept this article in order to allow senior citizens, disabled veterans and others who qualify to take advantage of property tax relief opportunities. Anyone with questions or who might wish to take advantage of these tax exemptions should contact the Town Assessor, Will Naser, at 263-1116, Ext. 109 or by e-mail to: william.naser@town.boxborough.ma.us.

The Finance Committee recommends unanimously.

At the May 1999 Annual Town Meeting the Town approved Elderly Tax Relief according to the state statute identified above. State law requires that this be reauthorized by the taxpayers annually prior to the setting of the tax rate. This tax relief act has stringent income and asset guidelines. While the total senior-citizen property tax abatement associated with this program is small, the Finance Committee believes that it is important to assist those long-term residents who may find it onerous to pay their property taxes. Many of these residents may have little use for some Town services, enacted in recent years and differing fundamentally in scope and expense from their historical experience and needs. The cost to the town of all Elderly tax relief articles is under \$3,000. This equates to \$.0029 per \$1,000 or \$1.62 for the median price of a house.

ACTION ON ARTICLE 36, May 17, 2007: On a motion by Mr. Fox, the Town voted in favor of Article 36 as part of the consent agenda.

ARTICLE 37 CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM**

(Majority vote required)

To see if the Town will vote to authorize the Board of Selectmen to accept Highway funds from the Commonwealth of Massachusetts and that such funds are hereby appropriated for the purpose of providing highway improvements under the authority of Chapter 90 of the general laws, and any other applicable laws; or take any other action relative thereto.

The Board of Selectmen recommends unanimously (4 – 0).

The Finance Committee recommends unanimously.

Passage of this article would enable the Town to raise and appropriate funds necessary to make highway improvements for roads throughout the Town under the authority of Massachusetts General Law Chapter 90. Said funds raised and appropriated by the Town would be reimbursed by the Commonwealth of Massachusetts.

ACTION ON ARTICLE 37, May 17, 2007: On a motion by Mr. Fox, the Town voted in favor of Article 37 as part of the consent agenda.

At 10:45pm, Annual Town Meeting was dissolved.

**WARRANT and PROCEEDINGS
of the SPECIAL STATE PRIMARY
held on SEPTEMBER 4, 2007**

Middlesex, SS.

To either of the Constables of the Town of BOXBOROUGH

GREETING:

In the name of the Commonwealth you are hereby required to notify and warn the inhabitants of said town who are qualified to vote in Elections to vote at

**WARD 1 PRECINCT 1
BOXBOROUGH TOWN HALL**

on TUESDAY, THE FOURTH DAY OF SEPTEMBER, 2007, from 7:00 a.m. to 8:00 p.m. for the following purpose:

To cast their votes in the SPECIAL STATE PRIMARY for the candidates of political parties for the following offices:

REPRESENTATIVE IN CONGRESS..... 5th Congressional District

The Election Warrant, Specimen Ballots and Cards of Instruction were posted as required by law. The Ballot Box was examined and found to be empty and in order, and the keys were held by the Town Clerk because no Police Officer was assigned. The Election Officials--all duly sworn in before beginning their duties--were Constables, David Birt and Kristin Hilberg; Warden, Virginia B. Richardson; Clerk, Elizabeth Markiewicz; Tellers, Marguerite Hugel, Mary Larson, Ellen Landry, Ken Canfield, Barbara Wheeler, Jacqueline Cumming, Anne Canfield, Shirley Warren, Mary Cobleigh. The counters were Norman Hanover and Barry Harsip.

In the absence of the Moderator, Elizabeth Markiewicz opened the polls at 7:00 a.m. and closed the polls at 8:00 p.m. The checklists showed that 635 people had voted and 635 ballots were removed from the ballot box. There were 532 Democrat ballots cast; 103 Republicans ballots were cast; There were zero Green-Rainbow and zero Working Families ballots cast. Twenty-three voters applied for Absentee Ballots and of these, twenty-one were cast. There were 2,992 active registered voters. The count was completed at 9:00 p.m.

The results of the Democratic election were as follows:

REPRESENTATIVE IN CONGRESS

| | |
|--------------------|-----|
| Eileen M. Donoghue | 83 |
| James B. Eldridge | 365 |
| Barry R. Finegold | 10 |
| James R. Miceli | 5 |
| Nicola S. Tsongas | 69 |
| Blanks | 0 |

The results of the Republican Primary are as follows:

REPRESENTATIVE IN CONGRESS

| | |
|-------------------|----|
| Jim Ogonowski | 87 |
| Thomas P. Tierney | 16 |
| Blanks | 0 |

The results of the Green-Rainbow Party and Working Families Party are as follows:

No Ballots Cast

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this Sixth day of August 2007.

Leslie Fox
Chairman

Kristin B. Hilberg
Clerk

Rebecca Neville
Member

Francis Powers
Member

Warrant must be posted at least *seven days prior* to the **September 4th, 2007** Special State Primary).

POSTED: August 8th, 2007

BY: David L. Birt
Constable

**WARRANT and PROCEEDINGS
of the SPECIAL STATE ELECTION
held on OCTOBER 16, 2007**

Middlesex, SS.

To either of the Constables of the Town of BOXBOROUGH

GREETING:

In the name of the Commonwealth you are hereby required to notify and warn the inhabitants of said town who are qualified to vote in Elections to vote at

**WARD 1 PRECINCT 1
BOXBOROUGH TOWN HALL**

on TUESDAY, THE SIXTEENTH DAY OF OCTOBER, 2007 from 7:00 a.m. to 8:00 p.m. for the following purpose:

To cast their votes in the SPECIAL STATE ELECTION for the candidates for the following offices:

REPRESENTATIVE IN CONGRESS. 5th Congressional District

The Special Election Warrant, Specimen Ballots and Cards of Instruction were posted as required by law. The Ballot Box was examined and found to be empty and in order, and the keys were held by the Town Clerk because no Police Officer was assigned. The Election Officials--all duly sworn in before beginning their duties--were Constables, David Birt and Richard Golden; Warden, Virginia B. Richardson; Clerk, Elizabeth Markiewicz; Tellers, Marguerite Hugel, Mary Larson, Ellen Landry, Elaine Garabedian, Barbara Wheeler, Jacqueline Cumming, Anne Canfield, Shirley Warren, Mary Cobleigh. The counters were Charlene Golden and Barry Harsip.

In the absence of the Moderator, Elizabeth Markiewicz opened the polls at 7:00 a.m. and closed the polls at 8:00 p.m. The checklists showed that 1001 people had voted and 1001 ballots were removed from the ballot box. Thirty-one voters applied for Absentee Ballots and of these, twenty-three were cast. One provisional ballot was applied for and it was counted, bringing the total number of voters to 1002. There were 3,023 active registered voters. The count was completed at 9:00 p.m.

The results of the election were as follows:

REPRESENTATIVE IN CONGRESS

| | |
|-------------------|-----|
| Jim Ogonowski | 377 |
| Nicola S. Tsongas | 562 |
| Kurt Hayes | 47 |
| Patrick O. Murphy | 15 |
| Kevin J. Thompson | 1 |
| Blanks | 0 |
| Write-ins | 0 |

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this First day of October 2007.

Leslie Fox
Member

Kristin B. Hilberg
Chair

Rebecca Neville
Member

Francis Powers
Member

Warrant must be posted at least *seven days prior* to the **September 4th, 2007** Special State Primary).

POSTED: October 2, 2007

BY: David L. Birt
Constable

The Board of Selectmen continues to search for volunteers to staff the town's various boards and committees. Participation through membership on one of the town boards, committees, or commissions will offer you a rewarding challenge, enabling you to share your talents and enthusiasm to help shape the town in which we live. The commitment of our dedicated volunteers is what helps maintain the community spirit in Boxborough.

Remember, town government is as strong, creative and vibrant as its volunteers, who DO make a difference.

If you are interested in volunteering for a position on one of the town's boards, please complete the Resident Interest form on the following page.

RESIDENT INTEREST LIST

Name: _____ Phone: _____

Cell Phone: _____

E-Mail Address: _____

Address: _____

Occupation: _____

Special Training/Education: _____

Experience/General Interests: _____

Amount of time available: _____

Date submitted: _____

- ☐ Acton-Boxborough Cultural Council
- ☐ Airport Study Committee
- ☐ Board of Health*
- ☐ Board of Registrars
- ☐ Board of Selectmen*
- ☐ Boxborough Housing Board
- ☐ Boxborough Information Technology Committee
- ☐ Conservation Commission
- ☐ Council on Aging
- ☐ Design Review Board
- ☐ Finance Committee
- ☐ Historical Commission
- ☐ Library Board of Trustees*
- ☐ Medical Reserve Corps (MRC)
- ☐ Permanent Building Committee
- ☐ Personnel Board
- ☐ Planning Board*
- ☐ Public Celebrations Committee
- ☐ Recreation Commission
- ☐ School Committee*
- ☐ Steele Farm Advisory Committee
- ☐ Water Resources Committee
- ☐ Zoning Board of Appeals

The filling out of this form in no way assures appointment. All committee vacancies will be filled by citizens deemed most qualified to serve in a particular capacity. If you are interested in serving on an appointed town committee please fill out this form and mail to: **Town Administrator, Town Hall, 29 Middle Road, Boxborough, MA 01719.**

*Indicates an elected board

Emergency Numbers

POLICE

911 (Emergencies Only)

For routine business, call
978-263-2628

FIRE

911 (Emergencies Only)

For routine business, call
978-263-8299

AMBULANCE

911 (Emergencies Only)

Be sure to give your name and address as well as the nature of your emergency. Do not hang up until you are sure your message has been understood.

| MEETINGS | DAY & TIME | LOCATION |
|------------------------------------|---------------------------------|---------------------------|
| Annual Town Meeting | 2nd Monday in May | Blanchard School |
| Annual Town Election | 3rd Monday in May | Town Hall |
| Appeals, Board of | 1st & 3rd Tuesday, 7:15 p.m. | Town Hall |
| Boxborough Housing Board | Wednesdays as posted | Town Hall |
| Boxborough Inform. Technology Comm | Tuesdays as posted | Town Hall |
| Conservation Commission | 1st & 3rd Wednesday, 7:30 p.m. | Town Hall |
| Council on Aging | As posted | Town Hall |
| EMTs | 1st Tuesday, 7:00 p.m. | Fire Station |
| Finance Committee | As Posted | Town Hall |
| Fire Department | 2nd & 4th Tuesday, 7:00 p.m. | Fire Station |
| Health, Board of | Wednesdays as posted, 7:30 p.m. | Town Hall |
| Historical Commission | As posted | Town Hall |
| Library Trustees | 2nd Wednesday, 7:30 p.m. | Sargent Memorial Library |
| Personnel Board | As posted | Town Hall |
| Planning Board | As posted | Town Hall |
| Public Celebrations Committee | As posted | Town Hall |
| Recreation Commission | As posted | Town Hall |
| School Committee, Local | 2nd Thursday, 7:30 p.m. | Blanchard School Library |
| School Committee, Regional | 1st Thursday, 7:30 p.m. | R.J. Grey Jr. High School |
| Selectmen, Board of | Mondays as posted, 7:30 p.m. | Town Hall |

All meetings are posted with the Town Clerk, on the Town Hall Bulletin Board and the Town's website located at: **www.town.boxborough.ma.us**. If interested, call ahead for appointment to be placed on the agenda.

Town Hall Office Hours

General Phone Number: 978-263-1116

Monday through Thursday: 8:00 a.m. – 4:00 p.m.
(other times by appointment only)

Town Clerk

Mon. 10:00 a.m. – 2:00 p.m. and 7:00 p.m. – 9:00 p.m.
Tues., Wed., Thurs. 9:00 a.m. – 2:00 p.m.

Building Department

Mon. – Thurs 8:00 a.m. – 4:00 p.m.
Monday evenings 4:00 – 6:30 by appointment only

Albert J. Sargent Memorial Library

General Phone Number: 978-263-4680

Monday & Wednesday: 10:00 a.m. – 6:00 p.m.
Tuesday & Thursday: 10:00 a.m. – 8:00 p.m.
Saturday: 10:00 a.m. – 3:00 p.m.

Board of Health

Mon.- Thurs. 8:00 a.m. - 4:00 p.m.

NOTE: Town Hall is closed to the public on Fridays.

NO SCHOOL ANNOUNCEMENTS: Air on WBZ-1030 AM Radio; WCVB-TV CH5; WBZ-TV CH 4; & WRKO-TV CH7

TOWN PHONE DIRECTORY

In order to serve you more efficiently, Town Hall phones are now answered by an auto attendant. You may contact your party directly by dialing an extension from the list below. Phone numbers for other town departments are also listed.



BOXBOROUGH TOWN HALL

Extensions by Department 978-263-1116

| | | |
|--|-----|----------------------|
| Assessor | 109 | William Naser |
| Assessor Support | 110 | Debbie Walsh |
| Board of Health Support | 115 | Mary Cobleigh |
| Building Inspector | 114 | John Field |
| Conservation Commission Support | 111 | Mary Nadwairski |
| Council on Aging | 106 | Laura Arsenault |
| Inspectional Services Support (Building, Electrical & Plumbing) | 115 | Mary Cobleigh |
| Land Use Support | 108 | Colleen Whitcomb |
| Tax Collector | 107 | Maripatt Shemowat |
| Town Accountant | 105 | Mike Guzzo |
| Town Administrator | 101 | Selina Shaw |
| Town Administrator/BoS Support | 103 | Cheryl Mahoney |
| Town Clerk | 117 | Elizabeth Markiewicz |
| Town Clerk Support | 113 | Claire Kuipers |
| Town Planner | 112 | Elizabeth Hughes |
| Town Treasurer | 104 | Margaret Dennehy |
| Van Dispatcher | 118 | Marcia McNeil |
| Zoning Board of Appeals Support | 111 | Mary Nadwairski |
| Personal Assistance | 0 | |

ALL TOWN HALL DEPARTMENTS MAY ALSO BE CONTACTED BY EMAIL BY FOLLOWING THIS
SIMPLE CONVENTION:

firstname.lastname@town.boxborough.ma.us

E.G. ASSESSOR'S EMAIL ADDRESS IS:

william.naser@town.boxborough.ma.us

Town website: www.town.boxborough.ma.us

ADDITIONAL TOWN DEPARTMENT PHONE NUMBERS

| | | |
|---------------------------|--------------|-----------------------------------|
| Fire | 978-263-2546 | Geoffrey Neagle, Fire Chief |
| Police | 978-263-2628 | Richard Vance, Police Chief |
| Public Works | 978-263-1600 | Tom Garmon, Acting DPW Director |
| Blanchard Memorial School | 978-263-4569 | Dr. Curtis Bates, Superintendent |
| Sargent Memorial Library | 978-263-4680 | Maureen Strapko, Library Director |